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About the Library

Welcome to Wallace Library! The library’s primary mission is to support students by providing them with resources they need for academic and degree success here at the college. We have both print and electronic resources plus a variety of services to assist you. Search through our library website, including our handbook for more information, or contact us by email or phone. Thank you.

In His Service,
The Wallace Library Staff

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.

Access to the library is through the main college entrance. The library has three floors. The first floor contains the General collection, periodicals, copier, and two group study rooms. The second floor has the library entrance, circulation counter, Reserve books (behind circulation counter), New Book Shelf, Reference section, and a lounge study space. The third floor contains more study space, conference
room, and a small computer lab. This floor also houses Dr. Criswell’s Study relocated from his home in Dallas after his death in 2002.

Library facilities are intended primarily for student and faculty use, although they are also available to the public on a limited basis.

Wallace Library is a member of TexShare, a statewide consortium of academic and public libraries administered by the Texas State Library and Archives Commission. Through the TexShare program students and faculty can borrow materials directly from other libraries that participate in the TexShare program.

**Book Acquisition Recommendation**

The Wallace library staff values patron feedback and input. Patrons are encouraged to recommend resources that would enhance the library collection. To make a recommendation follow these instructions:

> Locate the item in the library catalog or worldcat.org (searching by the ISBN is advised). Once the item is selected, click “E-mail” at the top of the description for the item. In the “recipient” field enter library@criswell.edu, enter your full name in the “name” field, and in the “Subject” field enter “REC”. When completed with the form click “Send email”. If the item cannot be located in the catalog please send an email to library@criswell.edu with the item information.

**Check-out/in**

1. Library materials are checked-out at the circulation counter. If no one is there please ring the bell on the counter.
2. General collection books can be checked-out for 4 weeks at a time.

3. Books may be renewed twice, 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 online (see library account), by email, phone, or in person. A hold can be placed in person, or by phone. The person who has placed a hold on a 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 Criswell 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 48 hours and then placed back in circulation if it is not collected.

5. Books in the reference section cannot be checked-out.

6. A book return box has been placed in the main lobby of the school. Items placed in the box after 2pm will be checked in the next business day. Items unable to be placed in the box must be returned to the library circulation desk.

7. Students may return books by mail, but are financially responsible for them if they are lost or damaged in the mail. Books will be checked in when they arrive.

8. All library materials are due back at the end of the semester for Criswell students (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, or a date which the library has set, whichever is first. Students needing items(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.

9. Students who are registered and have paid their tuition may start borrowing items one week before the first week 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. Patrons living in Criswell housing, and those working on a thesis and registered for RES603 the following semester, are permitted to check out books during semesters they are not taking classes if there is no hold on their account.

10. 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.

<table>
<thead>
<tr>
<th>PATRON TYPE</th>
<th>CHECK-OUT PERIOD</th>
<th>BOOK LIMIT</th>
<th>RENEWAL PERIOD</th>
<th>NUMBER OF RENEWALS</th>
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<td>4 Weeks</td>
<td>50</td>
<td>4 Weeks</td>
<td>2</td>
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<tr>
<td>TexShare Patron</td>
<td>4 Weeks</td>
<td>5</td>
<td>4 Weeks</td>
<td>1</td>
</tr>
</tbody>
</table>

**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.

DVDs or CDs can be used in the library computer lab but headsets must be worn, and the volume must be at a level as to not disturb others. Headsets can be checked-out at the circulation desk.
The computer policy and logon for all computers is:

1. The library lab is not open to the public.
2. Computer use should be consistent with the beliefs and values of Criswell College.
3. Lab use is for research and academic work, please limit recreational activity.
4. Always save work on a flash drive or the cloud.
5. Do not install software on lab computers.
6. Do not reconfigure computers or personalize desktops.

Use of the computers should not hamper or interfere with the ability of other students to do academic work.

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), 214-818-5433 (College Front Desk), or you can send an email to library@criswell.edu.

Copier

The copier is located on the first floor of the library. It is 10 cents a copy. The machine takes coins and 1 dollar bills. Please bring exact currency as change cannot be made in the library. Copies made to a flash drive are free. The copier is available to the public for research purposes only.

Databases
Wallace Library subscribes to several databases to assist you in searching for materials. They are listed on the library webpage under ‘Databases.’ Use of these databases is limited to Wallace Library patrons, and for non-commercial, educational, or personal research purposes only.

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

Distance Education Services

Criswell College distance education students have access to most of Criswell College Wallace Library’s services and materials.

Library and research assistance is available by email or phone Monday – Friday 8:00-4:00pm CST.

Library print materials can be mailed to distance education students. Postal charges are paid by students through the Student Portal payment link:
Enter the exact amount of postage cost. Click on the drop down bar to find the Library Books/Fines/Fees option and in the comments section write “postage paid for library books.” The materials are mailed at a library rate, and according to the USPS, mailing time takes between 2 and 8 days. Students are also responsible for mailing costs to return materials to the library. Returning materials with a mail service that insures and tracks mailed items is advised. Checkout polices and fines are the same as on-campus students. Journal articles will be sent via email, and to the student’s college email address.

Library materials in the reserve, reference, journals, and archives shelving locations cannot be mailed to students.

Requests for materials received before 9:00 am will be mailed, or emailed, on that day; all other requests will be mailed or emailed on the next business day.

Interlibrary Loan (ILL) services are not available to distance education students, except for articles.

Criswell College distance education students will need logon credentials to access the library’s databases. Logon credentials can be obtained by contacting the library staff by phone or email. The information will be emailed to the student’s college email address.

Instructions for requesting an item to be mailed to your home:

Locate the item in the library catalog or worldcat.org (searching by the ISBN is advised). Once the item is selected, click “E-mail” at the top of the description for the item. In the “recipient” field enter library@criswell.edu, enter your full name in the “name” field, and in the “Subject” field enter “DER”; if an item is needed by a certain date, please include this date in the “Subject” field as well. When finished, click “Send email”.

EBooks EBSCO/TREN
Access to over 150,000 eBooks from a variety of disciplines including religion, philosophy, education and psychology. Books can be accessed 24/7 as long as they are not checked out or being viewed by another user. Books can be checked out for 1 to 3 days but a free EBSCO account is required.

Theological Research Exchange Network (TREN) contains over 20,574 theological thesis/dissertation titles representing research from as many as 135 different institutions.

For help with downloading TREN documents see the “Tutorial” videos on the library webpage, or contact the library for assistance.

**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. There is a $25 lost fee for unreturned or damaged books plus any overdue fines, and the current price of the book if the library decides to replace it.

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. Fines can also be paid through the Student Portal payment link:


   Enter the amount and click on the drop down bar to find the Library Books/Fines/Fees option. (*low fine amounts are sometimes not accepted by the system. If an email is not received shortly after submitting the payment, it was not processed and the fine will need to be paid in person."

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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.

Group Study Rooms

There are two group study rooms on the first floor. They can be reserved at the circulation counter with an hour advance notice, unless the room is empty.

Hours

Fall and Spring Semesters*

Monday, Tuesday, and Thursday: 8:00am - 9:00pm
Wednesday and Friday: 8:00am - 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.

Winter/Summer Term Hours

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

Holiday schedule is posted online.

http://www.criswell.edu/academics/wallace-library/
Interlibrary Loan (ILL)

Students and faculty can borrow materials from other libraries through our Interlibrary Loan program. Go to the “Inter-Library Loan Request” tab on the library webpage for information and instructions.

Journals

A list of the libraries print and electronic journals can be found on the library’s webpage. Journals can also be accessed through the catalog’s A-Z list.

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

Library Account

Students, Faculty and Texshare patrons can access their account to review their holdings, renew books, view fines, or create search lists. For help with accessing your account see the “Tutorial” video on the library webpage, or contact the library for assistance.
Library Catalog

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

The catalog can also be searched on a mobile device - criswell.worldcat.org/m

For help with accessing books and articles in the catalog view the tutorial by selecting the “Library Information & Helps” tab on the library webpage, or contact the library for assistance.
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.

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/cpso/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 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 reshelve 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 is permitted in the lobby area (wood floor) only. (exceptions are made for special events)

6. Library catalog computers are for catalog searching only.

**New Book Shelf**

The New Book Shelf is on the 2nd floor main lobby area. These items are available to check-out at any time and have the same check-out period as others in the collection. These items remain on the shelf for 3 months.

**Offsite Access**

Login information is required to access electronic items (articles, eBooks, etc.) from the library when accessing offsite or at home. Contact the library by phone or email to get the latest ID and password.

**Reference**

The reference collection located on the main level contains general reference materials and Bible commentaries. 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.

Research Resources

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

Reserve Books/Textbooks

Books reserved by faculty are shelved behind the circulation counter. This is to ensure that the book will always be available. Most of the books are textbooks. Textbooks that have new editions each year are usually not purchased by the library. The library is not responsible for providing textbooks but support for the general curriculum of the college.

General Rules for Reserved Books

1. Reserved books can be checked-out for only 2 hours, and no more than two books 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.

4. There are no holds on reserve books.
TexShare

TexShare is a state-wide program allowing patrons of one library to borrow from another library in Texas. Criswell College is a member along with most other academic and public libraries in the area. Criswell students wanting to borrow materials from other libraries must request a TexShare card from Wallace Library and complete an application. The general public and Criswell alumni should apply for a TexShare card at their local public library to borrow books from Wallace Library. 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 Receiving a TexShare Card

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.

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 thru TexShare, they will not be able to register for classes, graduate, or receive grades/transcripts until resolved.

General Rules for Non-Criswell TexShare Card Holders

1. Borrowing privileges are limited to five books at one time, with one renewal.

2. Holds on books, and the use of ILL and reserve books, is not permitted.
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 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.

Wireless Internet

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

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.