

# Wallace Library Handbook



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## About the 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 as the library for the college.

Access to the library is through the main college entrance. The library has three floors. The first floor contains the General collection, Education Resource Room, study rooms, copier/scanner, and some print periodicals. The second floor has the service desk, library staff offices, the College Board Room, Reserve books (behind service counter), New Books Shelf, and the Reference collection. The third floor contains the library computer lab, study rooms, the Bryant Conference Room, and Dr. W.A. Criswell's personal office and library 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.

The mission of Wallace library is to support the mission of the college by providing learning resources and services to support the research needs of students and faculty. The library's goals are to 1) acquire, organize, and make accessible print and electronic materials that are relevant to the curriculum of the college, 2) teach research skills to students, and 3) maintain a physical environment conducive for learning.

## Archives

The Wallace Library Archives exist to preserve documents, photographs, and objects related to the history and heritage of Criswell College. The archives are located in the library offices on the main floor of the library. Access to the archives is by permission of the library staff. Items in the archives cannot be checked out or removed from the library office area, and in some cases can only be handled by library staff. Photocopying of archives materials is allowed with permission from the library staff. Photocopying is based on copyright restrictions, and the item's value, size, and physical condition. Selected items from the archives have been digitized and placed on the college website for public viewing. Access to the digital archives is either through library catalog, or directly from a link on the library webpage under "Library Information & Helps."

## Book Acquisition Recommendations

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 at [criswell.on.worldcat.org](http://criswell.on.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 "Email address(es)" box enter [library@criswell.edu](mailto:library@criswell.edu). In the "Subject" box enter "REC." In the "Message" box enter your full name and school email address. After entering all information click "Email record". If the item cannot be located in the catalog please send an email to [library@criswell.edu](mailto:library@criswell.edu) with the item information.*

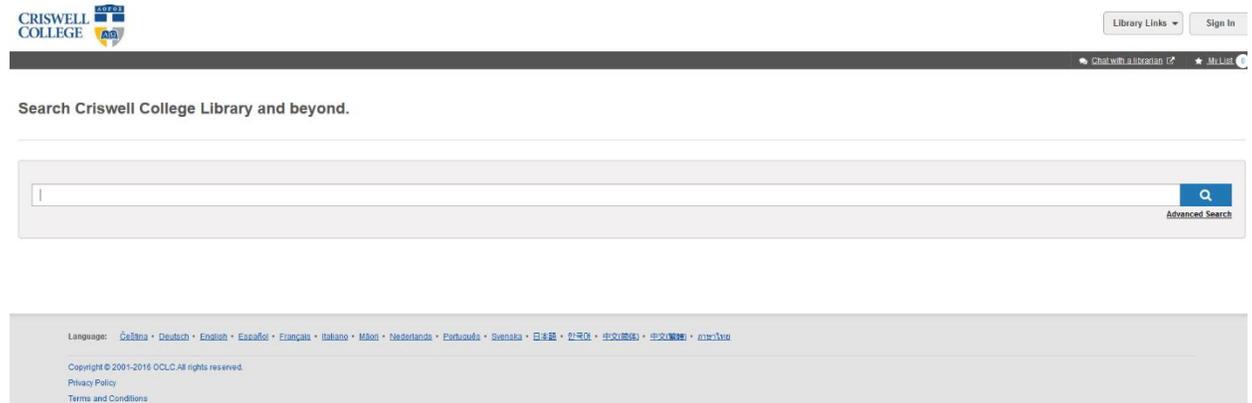
## Catalog

The library has three computers for searching the collection, one on the main floor (2<sup>nd</sup>) and two on the first floor near the general books.

The catalog can also be accessed by going to the college website and following the link sequence: Academics > Wallace Library > Library Catalog.

The catalog can also be searched on a mobile device - [criswell.worldcat.org/m](http://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 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 General Books Section**

Most of the books in Wallace Library 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/cpsolcco/>

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.

## Check-out/in

1. Library materials are checked-out at the service desk. If no one is there please ring the bell on the counter. Resources must be checked out before they can be taken from the library.



**Main Floor Service Desk**

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 by another patron. If the book has been requested the book must be returned by the original due date. A book can be renewed online (see patron 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 on the shelf, 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 service counter for 48 hours and then placed back on the shelf if not checked out.
  5. Books in the Reference section cannot be checked-out.
  6. A book return box has been placed in the main lobby of the college. 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 service counter.
  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, not when they are postmarked.
  8. Criswell students must return all library materials at the end of the semester (check with staff for exact date). 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 and fines paid.
  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.

### Check-out Summary

PATRON TYPE	CHECK-OUT PERIOD	BOOK LIMIT	RENEWAL PERIOD	NUMBER OF RENEWALS
<b>Criswell Student</b>	4 Weeks	50	4 Weeks	2
<b>TexShare Patron</b>	4 Weeks	5	4 Weeks	1

## Computer Lab

Wallace library has six computers and a printer on the third floor for research and writing papers. Paper packets with 25 sheets can be purchased at the service desk 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 service desk.

The computer lab rules for all computers are:

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.
7. Do not use the computer lab printer for large printing jobs (over 50 pages).

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 go to our website or contact us at 214-818-1348 (Service Desk), or 214-818-1327 (Director of Library Services), or 214-818-5433 (College Front Desk), or you can send an email to [library@criswell.edu](mailto:library@criswell.edu).

<ul style="list-style-type: none"><li>Academics</li><li>Undergraduate Degrees</li><li>Graduate Degrees</li><li>Faculty</li><li><b>Wallace Library</b></li><li>Library Catalog</li><li>Databases</li><li>Journals &amp; Ebooks</li><li>Research Resources</li><li>Inter-Library Loan Request</li><li>Library Information &amp; Helps</li><li>Resources &amp; Support</li><li>Registrar</li><li>Student Achievement</li></ul> <ul style="list-style-type: none"><li>FUTURE STUDENTS</li><li>CURRENT STUDENTS</li><li>ONLINE STUDENTS</li></ul>	<h3>Wallace Library</h3> <p>The Wallace Library and the Library Services department support the mission of Criswell College by providing access to academic resources and assisting with the research needs of faculty and students.</p> <h4>Contact Information</h4> <p>Library Circulation Desk: 214.818.1348 Library email: <a href="mailto:library@criswell.edu">library@criswell.edu</a> Facebook: <a href="#">Wallace Library</a></p> <p>Request research assistance by contacting the Library Director or Library Associate.</p> <h4>Library Hours:</h4> <table border="0"><tr><td>8:00am – 9:00pm</td><td>Monday</td></tr><tr><td>8:00am – 9:00pm</td><td>Tuesday</td></tr><tr><td>8:00am – 4:00pm</td><td>Wednesday</td></tr><tr><td>8:00am – 9:00pm</td><td>Thursday</td></tr><tr><td>8:00am – 4:00pm</td><td>Friday</td></tr><tr><td>Closed</td><td>Saturday</td></tr><tr><td>Closed</td><td>Sunday</td></tr></table> <p><small>*During the academic year, the library is closed from 11:00am – 12:00pm on Tuesdays and Thursdays for chapel. **Holiday Closing Schedule: September 7, November 26-27, December 21-25, January 1</small></p>	8:00am – 9:00pm	Monday	8:00am – 9:00pm	Tuesday	8:00am – 4:00pm	Wednesday	8:00am – 9:00pm	Thursday	8:00am – 4:00pm	Friday	Closed	Saturday	Closed	Sunday	
8:00am – 9:00pm	Monday															
8:00am – 9:00pm	Tuesday															
8:00am – 4:00pm	Wednesday															
8:00am – 9:00pm	Thursday															
8:00am – 4:00pm	Friday															
Closed	Saturday															
Closed	Sunday															

## Copier/Scanner

The copier is located on the first floor of the library. Copying is free but requires paper. Paper can be purchased at the service desk for 25 sheets for 25 cents. 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.

Wallace Library	<b>Databases</b>
Undergraduate Degrees	The library pays subscription fees for the databases below. The material in the databases is licensed, copyrighted, propriety information and access is granted only to patrons of Wallace Library. To access these databases offsite, an ID and password must be obtained from the library.
Graduate Degrees	
Faculty	
Wallace Library	<b>American Theological Library Association (ATLA) Religion Database And Serials</b>
Library Catalog	ATLA's religion database, located on the EBSCO platform, contains journal articles, book reviews, and essays.
<b>Databases</b>	<b>Academic Search Complete</b>
Journals & Ebooks	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.
Research Resources	<b>Christian Periodical Index</b>
Inter-Library Loan Request	The Christian Periodical Index® (CPI®) is a comprehensive Index or list of journal articles and book reviews from across the evangelical Christian perspective. It extracts these articles and reviews from more than 150 publications which cover major doctrinal positions within evangelical Christianity. It contains titles from a wide variety of disciplines that present a Christian viewpoint — science, literature, medicine, music, philosophy, history, sociology, nursing, and education.
Library Information & Helps	<b>JSTOR Religion &amp; Theology Collection</b>
Resources & Support	
Registrar	
Student Achievement	

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 Interlibrary Loan (ILL) at the service counter.

## Disability Access

Wallace Library will personally assist individuals with disabilities in locating, accessing, and borrowing materials. A wheelchair accessible entrance is located at the rear of the building on the first floor (corner of Haskell Ave. and Bird St.). The library staff can be contacted by phone at the service desk and will offer assistance at the door. Each floor of the library is accessible by elevator.

## Donations

Criswell College Wallace Library gladly accepts new or gently used materials that are relevant and beneficial to the collection, or would

benefit students in the library's free book section. Please note the following:

1. Donated items in which the library already has several copies, or for various reasons are not added to the collection, will be offered to students for free.
2. Tax receipts for donations can be obtained at the college business office. The donor must assign the value to the donation.
3. Due to limited staffing and storage, large donations must have the approval of the library director.
4. A "gift" plate can be placed in donated books at the request of the donor.

## **EBooks EBSCO/TREN**

Access to over 150,000 eBooks from a variety of disciplines including religion, philosophy, education and psychology. Most eBooks can be accessed 24/7, others 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.

## **Facilities and Materials Use**

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. Alerts on cell phones for incoming calls should be set to the silent mode or a low level.
4. Do not re-shelve library materials; please place them on the tables or book trucks for staff to process.
5. Snacks and covered drinks are allowed in the library
6. Library catalog computers are for catalog searching only.
7. Writing or highlighting on library materials is not permitted.
8. All borrowed items should be used with care and returned in the same condition as when they were checked-out.
9. Areas between rolling stacks on the 1st floor should be checked before moving a stack.
10. Rules for the 1st floor rolling stacks area and the library computer lab are posted in their respective areas.
11. Individuals under the age of 16 must be supervised by an adult.
12. Personal items should not be unattended. The library is not responsible for unattended items.
13. Animals are not permitted in the library unless they are a service animal. (Exceptions are made for approved special events.)
14. Smoking is not permitted in the library, or anywhere on campus.
15. Report to the library staff any of the following: facility issues; broken/damaged materials, equipment, or furniture; any library usage violations.
16. Multiple library violations can result in patrons incurring fees/fines, and/or suspension of library privileges.

## Fines

1. There is a \$.25 per day late fee for general books, and a \$.50 per hour late fee for reserve books.
2. There is a \$25 processing fee for unreturned or damaged books plus any overdue fines, and the current price of the same or comparable book.
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:

<http://www.criswell.edu/current-students-2/student-accounts/pay-online/>

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.)

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.

## General Public Use

Criswell College library is a private facility reserved primarily for Criswell College students, faculty and staff. Members of the public who adhere to the values of the College are welcome to use the library for academic research. Please note the following:

1. A valid and current Texshare card from another library is required to borrow materials from the library.

2. Loitering is not allowed in the library.
3. Materials on the reserve shelf may not be borrowed.
4. Off-site access to subscribed e-resources is not permitted.
5. Holds on library materials are not permitted.
6. Interlibrary loan (ILL) services are not available.
7. Use of the library lab is not permitted.
8. Members of the general public unaccompanied by Criswell faculty/staff/students, and not borrowing library materials, must sign the visitor register at the service desk upon entering the library.
9. Library copiers are available for research purposes only.
10. Reference help is limited, and Criswell students and faculty take priority.
11. Study rooms are only available to student, faculty, and staff.
12. Library privileges can be revoked at the discretion of the library staff.

## **Group Study Rooms**

Rooms can be reserved at the service counter if necessary. Reservations require at least a one-hour notice, unless the room is empty, but no more than two weeks advance notice.

## **Study/Conference Rooms**

### 1<sup>st</sup> Floor

R.G. Lee Room – next to fireplace room (old microfiche room)

John A. Burns Room – across from bathrooms

J.M. Peck Room – large room near the middle of 1<sup>st</sup> floor

### 2<sup>nd</sup> Floor

Audio/Visual Room – in Reference area

### 3<sup>rd</sup> Floor

T.A. Patterson Conference Room – east side of building (old counseling office)

Hutcherson Conference Room – west side of building (old rare books room)

Bryant Conference Room – facing Gaston Avenue (old chancellor's office)

## **Hours**

### **Fall and Spring Semesters\***

Monday, Tuesday, and Thursday: 7:30am - 9:00pm

Wednesday and Friday: 8:00am - 4:00pm

Saturday, Sunday: Closed

\*During the academic year, the library is closed from 11:00am - 12:00pm 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 item in the catalog and click "Request Item," enter the required information and select submit. Notification will be sent by the library when the item arrives. For more

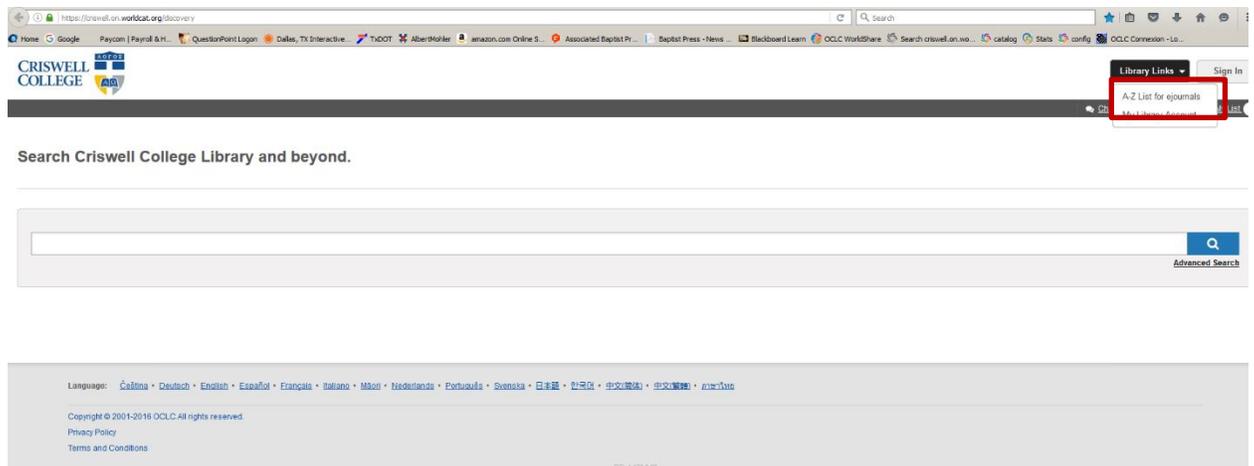
help, view the “Interlibrary Loan Request” video tutorial on the library website.

## Instruction

Library instruction tutorials, and a chat window are available during library hours for users to ask questions and receive a prompt reply. Additionally, each fall and spring semester the library offers two half-hour library research instruction sessions in the library. The session is announced in chapel, the library newsletter, and by an email sent to all graduate students. If a student is off campus or is not able to attend the library research session contact the library and the library staff will offer personal research assistance.

## Journals

A list of the library’s 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 Lockers

Library lockers are available to Criswell students during semesters. The use of lockers shall be governed by the following requirements:

1. Only locks provided by the library may be used for securing lockers.
2. Library items must be checked out prior to being stored in lockers, and no reference materials are permitted in lockers.
3. The library staff reserves the right to search lockers at any time.
4. The library, or college, is not responsible for items stored in lockers.
5. Lockers must be cleared and locks must be returned to the service desk after use or by the last day of each semester.
6. A fee will be assessed to students for failing to return locks and/or for damage to lockers.

## **New Books Shelf**

The New Books Shelf is on the 2<sup>nd</sup> 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.

## **Offsite Access**

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

## **Online Students**

Criswell College online students have access to most of Wallace Library's services and materials.

Logon credentials are needed to access the library's eBooks and 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.

Library print materials can be mailed to online 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.

To request for an item/s to be mailed to your home, follow these instructions:

*Locate the item at [criswell.on.worldcat.org](http://criswell.on.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 "Email address(es)" box enter [library@criswell.edu](mailto:library@criswell.edu). In the "Subject" box enter "DER" In the "Message" box enter your full name and school email address. After entering all information click "Email record".*

Postal charges are paid by students through the Student Portal payment link:

<http://www.criswell.edu/current-students-2/student-accounts/pay-online/>

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 policies and fines are the same as on-campus students. Journal articles will be sent via email to the student's college email address.

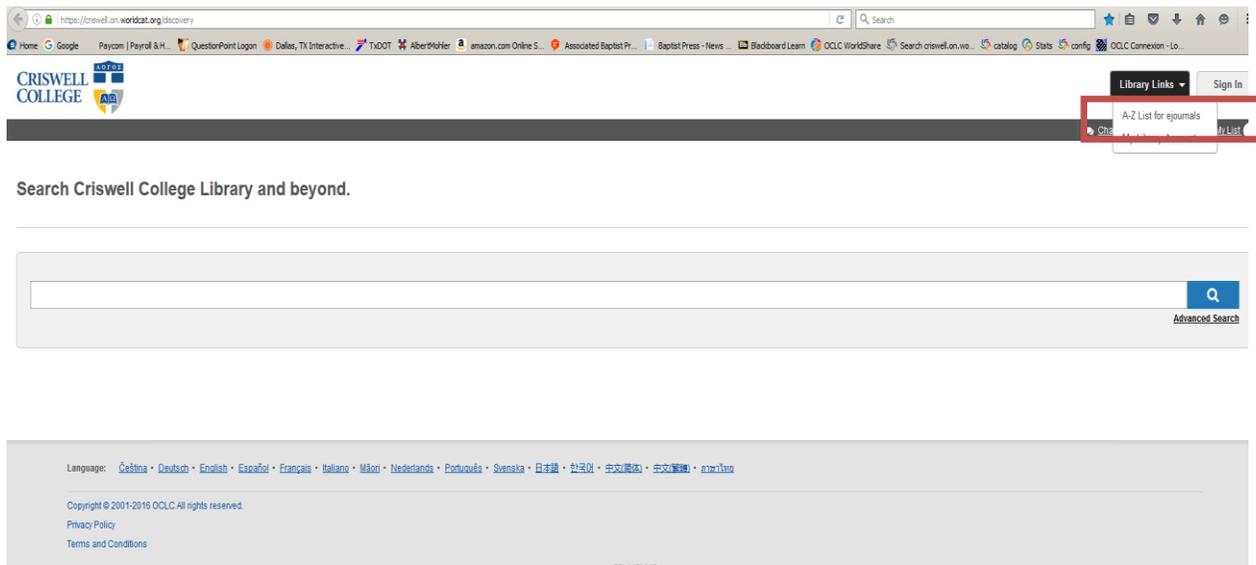
Library materials in the reserve, reference, journals, and archives shelving locations cannot be mailed to students.

Interlibrary Loan (ILL) services are not available to online, except for articles, but can be accessed through a local public library.

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

## Patron 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.



The screenshot shows the Criswell College library website. At the top, there is a navigation bar with the Criswell College logo on the left and a "Library Links" dropdown menu on the right. The "Library Links" menu is open, showing options like "A-Z List for ejournals" and "7/1/18". Below the navigation bar, there is a search bar with the text "Search Criswell College Library and beyond." and a search button. At the bottom of the page, there is a footer with language options, copyright information, and links to "Privacy Policy" and "Terms and Conditions".

## 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 collection.

## **Reserve Books/Textbooks**

Books reserved by faculty are shelved behind the service desk. This is to ensure that the book will always be available. Most of the books are course 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. Please note the following:

1. Reserved books can be checked-out for only 2 hours.
2. Reserved books can be renewed as long as they have not been requested by someone else.
3. There is a \$.50 per hour fee 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 can 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. (DTS, SWBTS, SMU allow someone with a TexShare card to borrow up to five books, DBU ten books.)
4. If students have 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, are not permitted.

## **Wireless Internet**

Wireless internet is available throughout the library. Connect to the wireless network entitled "Student." The password is the same as in the main college and is posted throughout the library.

**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 if you have questions regarding the information in the handbook.**