THE LIBRARY’S PURPOSE
The Library is a center of study and learning for the students and faculty of the Brookes Bible College. Its primary objectives are to support the curriculum, student inquiry and research. This is accomplished by acquiring and maintaining relevant materials, providing professional services, and engaging students in instruction.

Over the years, many individuals, former staff and alumni of the college contributed materials to establish the library. The most significant gift came as a bequest from Mrs. Lois Friess who had led the staff of the college from 1955 to 1973. Upon her death in 1984, Mrs. Friess’s entire personal library was donated to the school.

THE LIBRARY AND ITS SETTING
The Library has several collections:
- The **lending library** comprises the majority of the shelving and has core materials that are available to be loaned to students, faculty, alumni and staff.
- The **reference library** is comprised of materials which are most useful for in-library use (commentaries, subject encyclopedias, etc.). This material is typically not loaned out.
- The **pre-1926 special collection** includes many 19-century titles by titans of the faith. This special collection may be used in the library and is never loaned out. To date, this collection is only partially cataloged.

The library uses the Library of Congress classification system and an electronic (and web-based) library module for cataloging. The catalog can be searched through “OPAC Library Catalog” (online public access catalog) on the college’s website.

The library’s collections have been selected specifically to support the inquiry and research needs of students for Bible study, pastoral work, and in ministry vocations. The library’s holdings are predominately in four subject areas:
- Christianity ( classifications starting with BR)
- The Bible ( classifications starting with BS)
- Doctrinal theology ( classifications starting with BT)
- Practical theology ( classifications starting with BV)

LIBRARY ADMINISTRATION
The library is located on the first floor of the college building. It is under the direction of the Librarian and Academic Dean.

Additionally, the Library Committee oversees the policies and operation of the library. Committee members include the Librarian, Academic Dean, members of the faculty, and a representative of the student body chosen by the Student Government Association. The committee meets at least once each academic year.
ACCESS
The library is open for use during the following hours and other times with prior arrangement with the librarian.

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<tr>
<th>Day</th>
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<tr>
<td>Monday</td>
<td>8:00 a.m. – 6:00 p.m.</td>
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<td>Tuesday</td>
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The library is regularly staffed by the librarian Tuesday afternoon and Wednesday and Thursday mornings. At other times, the full-time staff facilitates access to library resources.

LIBRARY USE
The following groups are entitled to use the instructional resources of the Library:

- Current students of the College
- Alumni of the College regardless of when they attended
- College faculty and staff

Local clergy and students from area institutions holding an INFO-Pass from the St. Louis Regional Library Network (SLRLN) may also use the library and be granted borrowing privileges.

Members of the community may use the library collection onsite. They may not check out materials and may not use the Internet on library computers for purposes other than academic study and research.

Patrons must provide a current address, phone number and e-mail address. Proof of identity and student/faculty/staff/alumni status may be requested.

LENDING MATERIALS - CIRCULATION

- Books in the Lending Library may be borrowed for 2 weeks. Books may be renewed for two additional 2-week periods unless there is a request pending for the material. There is a limit of twenty (20) books that may be on loan to a patron at any one time.

- Periodicals in the Lending Library may be borrowed for 1 week. Periodicals may be renewed up to two times. Each renewal shall be for a time period equal to the original circulation period.

- DVDs and CDs may be borrowed for 2 weeks. Patrons may borrow a maximum of 2 of these at a time.

- Materials in the Reference Library typically do not circulate and should not be removed from the library without the explicit approval of the librarian.
The Special Collections holdings pre-1926 materials are never loaned out. They may only be viewed onsite under the supervision of the librarian or a full-time faculty member.

RENEWALS
Unless there is a hold on the item, library materials may be renewed up to two times online, in person, or by contacting the librarian by phone or email. Each renewal shall be for a time period equal to the original circulation period.

PLACING HOLDS ON MATERIALS
All materials in the lending library may be placed on hold online or by contacting the librarian by phone or email. When the materials become available, the patron will be contacted by email. Materials must be picked up within one calendar week.

LATE FEES
The borrower is responsible for returning materials on time and in good condition. Late fees are as follows:
- Books -- 25¢ a day, up to a maximum of $40.00
- Periodicals -- 10¢ a day, up to a maximum of $10.00
- DVDs and CDs -- $1.00 a day, up to a maximum of $40.00

Library borrowing privileges will be suspended if a patron fails to return overdue materials and pay all associated fees.

All patrons who have accumulated a fine of $5.00 and over, and fail to pay it promptly will be blocked from checking out new materials until they have paid their balance.

At the end of each semester all materials must be returned and all fines paid before grades will be released or before the Registrar’s Office will issue transcripts or permit future registration.

LOST OR DAMAGED MATERIALS
In the case of loss or damage, the borrower will be charged the full replacement cost of the material in addition to any accrued late fees, and a service fee of $10.00.

INTERNET ACCESS
The school has several Internet-enabled computers in the library available for use by students. When other students are waiting, computer use should be limited to 30 minutes at a time. Wi-Fi access is available throughout for students and faculty using their own devices. Visitors can access Wi-Fi only with a password.

Use of the Internet on library computers is for school and research purposes only. Patrons are to refrain from using these computers for social networking, gaming, shopping, etc. Any attempt to access sexually explicit sites will result in being banned from
computer use and keeping an appointment with the Academic Dean for possible disciplinary
action.

PRINTING AND PHOTOCOPYING
Students have access to a printer and copier in the library for course use. A cost of 10¢ per
page may be assessed for community members, payable to the librarian or staff member
available.

COPYRIGHT
Photocopying or printing of copyrighted library materials is governed by the copyright laws
of the United States (Title 17, United States Code). The doctrine of “fair use” may come into
play. “Fair use” is a limitation placed upon copyright to allow the reproduction of a
particular work ... [for] criticism, comment, news reporting, teaching, scholarship, and
research.

CONDUCT
To insure safety and productive use of the library, certain activities are not permitted:
• eating or drinking
• playing audio equipment so that others can hear it
• using cell phones, talking loudly, making noise, or engaging in otherwise disruptive
  conduct
• interfering with another person's use of the library or with library personnel's
  performance of their duties
• improper or immodest attire
• stealing or damaging library materials or property
• bringing animals, except for service animals, into the library
• carrying a weapon into the library

COLLECTION DEVELOPMENT

Criteria for selection
The library strives to have a broad and balanced collection of cultural and religious materials.
Materials that support the curriculum will be collected in the range of initial study required at
the associate degree level.

In selecting and acquiring materials, several criteria are considered, including:
1. Scope: Primary attention will be given to the support of the curriculum of Brookes Bible
College. Content that is outside the range of the curriculum will be supported with
reference tools such as: handbooks, encyclopedias and dictionaries.

Journals and other periodicals are collected (a) to provide current information in the
various fields of study, (b) to provide information not available in any other format, and (c)
to offer current scholarship for the faculty.
Materials that do not directly support the curriculum will be collected at a minimal level. This allows collection of specific reference tools and well-known classics.

2. **Value**: The selection process shall be guided by the authority, accuracy, timelessness and reputation of the author and publisher. A variety of materials are used as selection aids. These include bibliographies, reviews, recommendations, publisher announcements, faculty reading lists and faculty recommendations.

Several types of materials are not acquired, including those that are:
- excessively priced
- particularly rare
- out of print
- archival quality
- textbooks
- works in languages for which neither faculty nor students have fluency

3. **Format**: The library may collect and preserve materials in any format that can be adapted or used in the library or by students. This includes:
   a. Books in print
   b. EBooks
   c. Journals and other periodicals
   d. Reference works
   e. DVDs and other electronic media
   f. Electronic databases (free and subscription)
   g. Software applications

4. **Duplication**: Typically only one copy of an item will be purchased or retained. If and when duplicates are acquired through gifts, retention will be determined by the librarian based on expected usage.

**Deselection / “Weeding”**

When the collection of existing library materials begins to become out of date or no longer relevant; or when the number of volumes overwhelm the space available for them or space needs to be made for new materials to support the curriculum, a process of deselection will begin.

Materials are initially designated for deselection by the librarian. The faculty is then invited to review the deselection recommendations and reverse any that they deem appropriate. The following questions will guide the librarian in assessing the collection for deselection:

- Does the library possess a later edition or superior revision?
- Is it outdated? (Please note there is a difference between outdated books and rare, archival or historically significant books.)
- Is there a freely-available digital version?
Is it relevant to the present curriculum?
Does the library already have one or more copies? Are there multiple copies available?
Are multiple copies needed?
Is the material damaged and beyond repair?
How recently/frequently has the title circulated?

Inventory
A systematic, rotating inventory will be conducted over a period of two years. Missing items are identified and removed from the database. Those that continue to meet selection criteria are considered for replacement.

Replacement
Replacement of lost and/or damaged items is not always automatic. Several factors are considered, including:

- Is a duplicate copy available?
- Is the coverage of the subject area adequate without the item?
- Are materials of better quality in place?
- Did the title circulate?
- Is a replacement available at a reasonable cost?

Conservation and Preservation
- The following general policies will be followed to preserve the collection:
  - Hardcover format is preferred for new acquisitions unless cost-prohibitive
  - Quarterly dusting of shelved items
  - Monthly facility cleaning to avoid insect infestations
  - Moldy items removed
  - Acid-free products preferred for repairs

GIFTS TO THE LIBRARY

Gifts of Material
The library is frequently offered books and other materials from the school’s friends and donors. We welcome additions to our collection that support the curriculum and student inquiry and research with relevant, current and comprehensive materials in various formats. Gifts books help the library to have a broad and balanced collection of cultural and religious materials.

The librarian will readily accept donated material that contributes to the mission of the library. Other materials will be refused, disposed of, given away or held for inclusion in the occasional book sale. The school will not prepare a valuation assessment of a gift accepted, but will
approximate the number of volumes donated in a gift acknowledgment letter. Any consideration of the gift for favorable tax treatment is solely the responsibility of the donor.

Once accessioned, all gifts are subject to the general policies governing the library collection.

**Gifts of Funds**
The library welcomes monetary donations to the Restricted Library Fund. It should be understood that: (a) the librarian and academic dean reserve the right to determine the disposition of any monetary donations; and (b) donations with strict or limiting restrictions that do not fall within the current collection development policy may be refused. In this event, suggestions will be made to the donor about how the monies might prove helpful to the library and stay within the spirit of the donor’s wishes.

**SPECIAL COLLECTIONS**
The pre-1926 titles in the library are being segregated for a special collection. Most are not in the catalog (as of August, 2017), but will eventually be discoverable among the library’s cataloged items.

Any gifts of materials that require special handling are considered a special collection. The library facility does not have the capacity to store, display, preserve or manage large displays or collections. If the gift of a special collection is comprised of a substantial number of items and includes materials the librarian determines would be an important asset to the school, the College’s management team would be asked to consider the possibilities for inclusion. In this case, the donor would also be expected to make a monetary gift sufficient to enable the College to cover the additional expenses of acquiring and managing the special collection.

**ACADEMIC FREEDOM / CENSORSHIP**
This collection development policy limits to some extent the scope and nature of the works in the school’s library. Within this framework attention is given to assuring free access to materials that differ from, or are in conflict with, the doctrinal statement of the college. Therefore, the Library will:

- Make available to its users materials offering a wide variety of viewpoints, regardless of their popularity or the popularity of the author or authors;
- Seek to provide materials representing the best spokesmen in the fields, issues or beliefs where there is honest disagreement;
- Provide access throughout the community to other theological, academic and public libraries with collections covering a wide variety of viewpoints; and
- Base selection on the stated criteria, regardless of the controversial manner or language which an author may choose to use in addressing religious, political, economic, scientific, philosophical or moral issues.