

MBTS
LIBRARY
HANDBOOK

2013 – 2014

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WELCOME

Dear Student:

Welcome to the Library! The MBTS Library staff is happy to have you as a member of the seminary community and to join with you in the ministry to which we have each committed ourselves. We want your time at Midwestern to be a time of learning and growing.

To achieve that end, the Library staff is here to assist you: to help you in literature searches; to teach you how to use library resources; to listen to and learn from you. You are the primary reason for our being here.

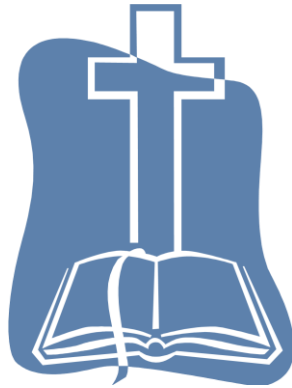
To start the process of helping you, we have prepared this handbook. It will introduce you to the MBTS Library--its organization, personnel, and regulations. Read it. If you have questions and/or suggestions, let us hear from you.

Again, welcome. It is a joy to have you as a part of our seminary community.

Sincerely,

The Library Staff

LIBRARY PURPOSE STATEMENT



Mission Statement: Midwestern Baptist Theological Seminary & College, SBC, serves the church by biblically educating God-called men and women to be and make disciples of Jesus Christ.

Library Purpose: The purpose of the library is to develop, maintain, and preserve collections and information services in order to build a resource base for research, personal growth, and spiritual growth for users.

Objective: The Library will

1. Acquire, maintain, and provide materials and technology in order to support the curriculum.
2. Acquire, maintain, and provide materials and technology in order to support leadership in ministry.
3. Acquire, maintain, and provide materials and technology in order to support relational, personal, and spiritual growth.
4. Provide learning opportunities for students in the utilization of library materials and resources.
5. Acquire, maintain, and preserve materials related to the institution as an archival resource.
6. Provide collection information to the Library constituent groups.



LIBRARY HOURS

MONDAY, TUESDAY, THURSDAY AND FRIDAY 7:30 AM – 10:00 PM

WEDNESDAY 7:30 AM – 5:00 PM

SATURDAY 9:00 AM – 3:00 PM

ON TUESDAY AND WEDNESDAY DURING THE FALL AND SPRING SEMESTERS,
THE LIBRARY CLOSES FOR CHAPEL FROM

10:00 AM – 11:00 AM

Any changes in these hours will be posted at the entrance to the Library in advance of the effective date if possible. We reserve the right to change library hours as needed. The Library will be closed for special chapels and lectureships. When possible, the MBTS Library website will post these changes.

Library Phone: (816) 414-3729 or toll free 1-877-414-3729

You can access our MBTS Homepage at: <http://www.mbts.edu>

The MBTS Library website can be located at the following address:

<http://www.mbts.edu/library/>

At <http://www.mbts.edu/library/web-based-databases/>, you will find links to many web-based databases, accessible through your Blackboard account. See pages 16-18 for a full, annotated list of these resources.

For more information about accessing databases, call the Library Reference Dept. at (816) 414-3728 or email:

JHOWIE@MBTS.EDU OR CKUBIC@MBTS.EDU

LIBRARY USER CARDS

Every user must have a library card in order to check out materials. These cards remain the property of the Seminary and **must be returned** to the Library upon graduation or termination of enrollment. There will be a **\$10.00 charge for replacement of lost, damaged or destroyed cards**. These fees are subject to change at the discretion of the Director of the Library.

Each user is responsible for all materials checked out on his or her card. This policy holds even if the user lends the card to another person. ***The library reserves the right to refuse to honor a library card if the user has abused his or her library privileges (e.g. failed to return books or pay fines).***

TYPES OF CARDS

1. STUDENT ID/LIBRARY CARD: Your student ID card has a barcode printed on it which is used to access your library account. It is issued free of charge to all students when they begin their seminary careers. Except for doctoral students, this card expires at the **end** of each semester and is validated after enrollment at the **beginning** of the next semester. Graduation or termination of enrollment automatically invalidates the card.

Other Kansas City area libraries recognizing our Library/ID card:

Avila University Hooley-Bundschu Library

11901 Wornall Rd, Kansas City, MO 64145. (816) 501-3621.

Kansas City Art Institute Jannes Library

4538 Warwick Boulevard, Kansas City, MO 64111. (816) 802-3390.

MCC-Blue River Library

20301 E 78 Highway, Independence, MO 64057. (816) 604-6642.

MCC-Business & Technology Library

1775 Universal Avenue, Kansas City, MO 64120. (816) 604-1000

MCC-Longview Library

500 SW Longview Rd, Lee's Summit, MO 64081. (816) 604-2080.

MCC-Maple Woods Library

2601 NE Barry Rd, Kansas City, MO 64156. (816) 604-3080.

MCC-Penn Valley Library

3201 SW Trafficway, Kansas City, MO 64111. (816) 604-4080.

Rockhurst University Greenlease Library

1100 Rockhurst Rd, Kansas City, MO 64110. (816) 501-4142.

Saint Paul School of Theology Dana Dawson Library

5123 Truman Rd, Kansas City, MO 64127. (816) 245-4856.

University of Missouri-Kansas City Libraries

5100 Rockhill Rd, Kansas City, MO. 64110. (816) 235-1526.

William Jewell College Curry Library

500 College Hill, Liberty, MO 64068. (816) 415-7610.

Your MBTS ID/LIBRARY card is also recognized at many academic libraries throughout Missouri. For a complete list, select the "MOBIUS Libraries" link on the MOBIUS search screen, <http://searchmobius.org/libinfo> or contact the MBTS Library for assistance.

2. LIBRARY COURTESY CARD: This cardboard card is issued free of charge upon request to currently enrolled students and seminary staff members. It permits the cardholder to check out materials from a number of libraries in the KC metropolitan area not in the MOBIUS system. This card must be presented along with a picture identification card at the Circulation Desk of the main library of the institution you are visiting. Details about this card may be obtained at the Circulation Desk of our library.

Libraries within the Courtesy Card Program:

Calvary Bible College Hilda Kroeker Library

15800 Calvary Road, Kansas City, MO 64147. (816) 322-0110.

Central Baptist Theological Seminary Library

6601 Monticello, Shawnee, KS 66226. (913) 667-5725.

Community of Christ Library

201 S. River, Independence, MO 64051. (816) 833-1000.

DeVry University James E. Lovan Library

11224 Holmes Road, Kansas City MO 64131. (816) 941-0430.

Johnson County Community College Billington Library

12345 College Blvd, Overland Park, KS 66210. (913) 469-3871.

Linda Hall Library of Science, Engineering and Technology

5109 Cherry Street, Kansas City, MO 64110. (816) 363-4600.

Nazarene Theological Seminary William Broadhurst Library

1700 E Meyer Blvd, Kansas City, MO 64131. (816) 268-5471.

Park University McAfee Memorial Library

8700 NW River Park Rd, Parkville, MO 64152. (816) 584-6285.

Unity School of Christianity Library and Archives

1901 NW Blue Parkway, Unity Village, MO 64065. (816) 251-3503.

University of Kansas Libraries-Lawrence and Edwards Campuses (Fee Required)

University of Kansas Watson Library 1425 Jayhawk Blvd., Lawrence, KS 66045.

(785) 864-3956.

University of Kansas Regents Center Library 12600 Quivira Road, Overland Park, KS 66213

(913) 897-8570

3. NON-STUDENT LIBRARY CARD: This card is made of white plastic with blue lettering. It is available on an annual basis to MBTS graduates for a \$5.00 fee and to area pastors and others for a \$10.00 fee and may be renewed upon payment of the annual fee. *Lending limitations are applicable with this card.* **Student Family Members** that are NOT taking classes but would like a card may receive a non-student card at no charge.

ADVISORY

The material in this library is intended for the serious researcher. Material contained in this collection may discuss sensitive subjects. The reader is advised to view with discretion. Further, possession of the book/material by the Midwestern Seminary Library may not be interpreted as an endorsement of its contents by the Midwestern Baptist Theological Seminary, administration/staff, faculty, and trustees or the Southern Baptist Convention.

FINDING LIBRARY MATERIALS:

THE ONLINE CLASSIC CATALOG

The Midwestern Baptist Theological Seminary Library is a member of MOBIUS (Missouri Bibliographic Information User System), which is a consortium of academic libraries with over fifty member colleges and universities in the state of Missouri. MOBIUS is divided into clusters which may include up to ten libraries each. MBTS Library belongs to the Kansas City cluster.

All materials in the MBTS Library collection (books, audiovisuals, periodicals, etc.) are listed in the Kansas City online Classic Catalog, which also includes the collections of the following libraries:

Avila University
Kansas City Art Institute
Metropolitan Community Colleges
(Blue River, Business & Technology, Longview, Maple Woods, and Penn Valley)
Rockhurst University
Saint Paul Theological Seminary
William Jewell College.

One may search the catalog of either an individual library's collection or the entire collection of all Kansas City cluster libraries. To search only MBTS items, for example, make sure that "Midwestern Baptist" appears in the library search box. Selecting "Kansas City Catalog" searches all the libraries in the Kansas City cluster.

Faculty and students are able to request library materials from other MOBIUS libraries using any computer (and most mobile devices) with access to the Internet. Requested materials are usually delivered within one or two business days by the MOBIUS delivery system. See the section "Requesting Items from Other Libraries in the Kansas City Cluster and MOBIUS—Interlibrary Loan" for more information.

Instructions on searching the Classic Catalog can be found in Libguides:

<http://theobibblog.libguides.com/ClassicCatalog>

REQUESTING ITEMS FROM OTHER LIBRARIES IN THE KANSAS CITY CLUSTER AND MOBIUS—INTERLIBRARY LOAN (ILL)

If an item is not found in the MBTS online catalog, it may be available from another library in the MOBIUS consortium. Only items NOT available at MBTS Library may be requested. Individual libraries can be searched, or all of the Kansas City cluster libraries can be searched simultaneously. It is also possible to search the catalogs of all of the more than 50 libraries in the MOBIUS consortium at the same time.

If an item is found in the Kansas City cluster or MOBIUS catalogs, it can be requested online by submitting the name of the student or faculty member as it appears on the ID/library card and a **Unique Campus ID**. The **Unique Campus ID** consists of the 13 digit number on the back of the library card with the letters mbts at the end. (1234567891234mbts). Anyone needing help with his/her **Campus ID#**, should contact the Circulation desk at the MBTS Library.

Deliveries are made by courier to either MBTS Library or any other library in the MOBIUS system. The pickup library is selected at the time of the request.

If the Kansas City/MOBIUS search is unsatisfactory, another location to search is **WorldCat**, accessed from the **Web based Databases** page on the MBTS Library website. Please be aware that items requested via WorldCat usually take longer to arrive than Kansas City/MOBIUS items. Refer to the "**Interlibrary Loan**" section on the "**Research and Reference**" page for more information.

Please contact the Reference Librarian for more help finding the resources you need.

More information about using the MOBIUS interlibrary loan service can be found in Libguides under "Interlibrary Loans"

<http://theobibblog.libguides.com/aecontent.php?pid=246024&sid=2032560>

Doctoral students, long distance students, and other students needing additional assistance with ILL may contact: JHOWIE@MBTS.EDU or call (816) 414-3728.

**Can't find what you want?
Need help learning to use the catalog?
Please ask a staff member.
We will be glad to help you!**

TYPES OF LIBRARY MATERIALS

PRINT MATERIALS

1. **MBTS Reading Rm. Ref. Coll.** indicates a reference work shelved in the Reference area.
2. Most periodicals are shelved in the Reading Room. A Library staff member must retrieve other periodicals.
3. **MBTS KMC Treas.R. Rare Book** denotes rare and/or fragile books which must be retrieved by a Library staff member from the Library Annex located in the Koehn-Myers Center for World Evangelism. *Please allow twenty-four hours for retrieval.* These items may not be checked out and must be used in library with staff supervision.
4. **MBTS KMC Storage General Stacks** denotes infrequently circulating books that must be retrieved by a Library staff member from the Library Annex. *Please allow twenty-four hours for retrieval.*
5. Some volumes of journals indicating **North Campus** are stored at the Library Annex located in the Koehn-Myers Center. *Please allow twenty-four hours for retrieval.* These are available for check out.
6. **CBR** denotes Center for Biblical Revival, a special collection that is now inter-shelved in the **General Stacks**.
7. **General Stacks (Controlled)** denotes books too fragile to mail or send by courier. These items are inter-shelved in the **General Stacks**. These are available for check out.
8. **MBTS General Stacks D.MIN/Ed.Min.** denotes MBTS student dissertations and are inter-shelved in the **General Stacks**. These are available for check out.
9. English **Bible** translations are shelved in the **General Stacks** in the **220.52** section.

AUDIO-VISUAL MATERIALS

1. "**CD**" indicates that this item is a compact disc.
2. "**Micro**" indicates that this item is in microfiche format.
3. "**PT**" indicates that this item is a cassette tape.
4. "**FS**" indicates that this item is a filmstrip.
5. "**Kit**" indicates that this item is a resource kit.
6. "**VC**" indicates that this item is a videocassette.
7. "**SL**" indicates that this item is a slide set.
8. "**Score**" indicates that this item is sheet music.
9. "**Music**" indicates that this is a music video, music cassette or complete music score.
10. "**Family VC or DVD**" indicates that this item is a video for family viewing.

Note: Some audiovisual materials may need to be retrieved by Library staff.

HOW TO BORROW MATERIALS

GENERAL COLLECTION

Using the complete call number, locate the book on the shelf and bring the book to the Circulation Desk on the main floor. Present both the book and your library card at the Circulation Desk where it will be processed for check out.

RENEWALS

A book may be renewed **once** in person, online, or by phone for an additional 21 days if another student has not requested the book by placing a HOLD on it.

An e-mail will be sent to notify you of overdue books. It is your responsibility to make sure we have your current e-mail address and that you check it regularly for Library messages.

LIMITS ON THE GENERAL COLLECTION

Patrons may check out *five books* per subject area for a total of *fifteen books* at one time. Books may be checked out for 21 days. A due date sticker will be stamped on the back of the book. **IT IS YOUR RESPONSIBILITY TO RETURN THE BOOK(S) ON TIME.** These same procedures apply for the doctoral students with the exception of a limit of *ten books* per subject area. Family members may check out a total of *five items*. Non-students may check out only *five books* and *no audiovisuals* without the Director's permission.

CLASSIFICATIONS OF RESERVE MATERIALS

The Reserve Bookshelves, located behind the Circulation Desk, are a collection of material in great demand (including books, articles, and videos), which has been **placed there at the request of the professor**. Reference books are not placed on Reserve, as they may not leave the library building at any time. To check out a Reserve Book, consult the online catalog to obtain the call number of the book you need. The Circulation Staff will retrieve that item for you. ***The staff reserves the right to limit the number of reserve items checked out at a time.***

1. **Closed Reserve** books are checked out for two-hour periods and must be used in the library. However, one hour before the library closes for the day, Closed Reserve books may be checked out overnight. Such books are due the following morning by 8:00 a.m.
2. **3-Day Reserve** books may be checked out any time during library hours and are due the third day after check out. **Please note the exact time of check-out; the three days are calculated from that point. Returns on that date after the due time are considered overdue and assessed a fine.**
3. **Overnight Reserve** books may be checked out overnight but must be back by 8:00 a.m. the following morning.

AUDIOVISUALS

The library maintains a small collection of visual aid resources. These include filmstrips, slides, audiocassettes, compact discs (CD), videocassettes (VHS), and digital video discs (DVD). These materials are listed in the online catalog. The checkout times vary from 3 days to 21 days. Some of these materials, because of their rarity and/or expense, have been restricted to library or campus use only. Consult a staff member for details.

FINES AND OVERDUE MATERIALS

When library materials are not returned on the due date, others are inconvenienced, and, therefore, the library will charge a fine. The fines are higher for reserve and audiovisual materials to insure their availability to all patrons. The Library staff may send the patron an overdue notice, but it is the responsibility of the patron to return materials on time. Failure to respond can result in further charges, loss of privileges, and notification of the Financial Services Office. The schedule of fines is as follows:

General Collection	\$.25 per day per book
Closed Reserve	\$.50 per hour per item
3-Day Reserve & Overnight	\$ 1.50 per day per item
Audiovisuals	\$.25 to \$1.50 per day per item

PERIODICALS

Most bound periodicals are located in the Reading Room. Recent unbound issues and some bound periodicals are in storage and will be retrieved by a staff member when presented with a written request and the student's library card at the circulation desk. A list of our holdings may be found by searching by title on the online catalog or searching the EBSCO A to Z database. If you have difficulty locating a periodical, consult a staff member. Periodicals, both current and back issues, do NOT circulate and are to be consulted on the main floor only.

WEB-BASED DATABASES

Great News! Most Library databases are now available to all currently enrolled students from off-campus. Select Web-Based Databases on the **Library** web page. To access these databases you will first be directed to a login page for the MBTS BlackBoard system. After you have logged into BlackBoard you will have access to each of these resources.

If you have issues with this new login system, please contact the MBTS IT Helpdesk at (816) 414-3763 or at helpdesk@mbts.edu

For assistance using these databases please contact Mrs. Judy Howie, Reference Librarian at (816) 414-3728 or at jhowie@mbts.edu

DATABASES AVAILABLE TO MBTS STUDENTS/FACULTY

[EBSCOHOST](#)

This "premiere" resource includes several academic journal databases containing many full text articles. At this site you may connect to **ATLA Religion Database** which indexes religious journals, essays, etc. Also, it includes **Christian Periodical Index**, **Old Testament Abstracts** and **New Testament Abstracts**, and **Academic Search Premier**. EBSCOhost also recently acquired **Netlibrary** (see description below for details).

[EBSCO A-to-Z List of Periodicals](#)

This database lists journals available online, including years of coverage and links to websites.

[FirstSearch and Worldcat Databases](#)

Through the WorldCat database, which contains records of materials in libraries worldwide, MBTS Library students, faculty, and staff can find books, videos, DVDs, magazine articles and other items in libraries around the world.

[Ebrary Academic Complete](#)

Ebrary Academic Complete is an eBook database. This database includes a wide variety of topics and publishers, including a significant collection of religious/ethics/philosophy titles from major academic publishers like Brill and Academic/University Presses. These titles also appear in our existing library catalog (<http://wilo.missouri.edu>). You may create your own Ebrary Bookshelf account inside Ebrary using your library barcode number

[OpenLibrary.org](#)

A group of libraries led by the [Internet Archive](#) announced a new, cooperative [80,000+ eBook lending collection](#) of mostly 20th century books on [OpenLibrary.org](#), a site where it's already possible to read over 1 million eBooks without restriction. Any OpenLibrary.org account holder can borrow up to 5 eBooks at a time, for up to 2 weeks. Books can only be borrowed by one person at a time. People can choose to borrow either an in-browser version (viewed using the Internet Archive's BookReader web application), or a PDF or ePub version, managed by the free Adobe Digital Editions software. This new technology follows the lead of the Google eBookstore, which sells books from many publishers to be read using Google's books-in-browsers technology. Readers can use laptops, library computers and tablet devices including the iPad.

[Religious and Theological Abstracts](#)

Religious and Theological Abstracts provides objective summaries of articles appearing in scholarly journals in the fields of religion and theology from a wide variety of periodical literature, including Christian, Jewish, and other world religions. English language abstracts of articles in English, Hebrew, Afrikaans, and major European languages are provided.

[Southern Baptist Periodical Index](#)

The Southern Baptist Periodical Index is a continuation of a project coordinated by the Historical Commission of the Southern Baptist Convention from 1965 through 1984. It is a cumulative cover-to-cover index to around 35 periodicals issued each year by historically Southern Baptist Convention-related agencies, institutions, and associations at the national level of organization. Subject coverage ranges widely but includes theology, Baptist history and practice, worship, church music, church administration and development, religious education and ministry, Baptist colleges/universities/seminaries, missions and missions education, family life and parenting, and Christian life. Indexed periodicals include reviews of books, motion pictures and videos, compact discs, web sites, etc., ranging from the scholarly to the popular.

[JSTOR DATABASE OF ARCHIVED PERIODICALS](#)

This resource provides page images of back issues of the core scholarly journals in the humanities and social sciences (INCLUDING MANY IMPORTANT RELIGIOUS VOLUMES NOT INCLUDED IN OTHER DATABASES) from the earliest issues to within a few years of current publication. Users may browse by journal title or discipline, or may search the full-text or citations/abstracts. New issues of existing titles and new titles are added on an ongoing basis.

[L'Année philologique \(APh\)](#)

A database published by the Société Internationale de Bibliographie Classique, under the direction of Éric Rebillard, with the American Philological Association and the Database of Classical Bibliography, Dee L. Clayman, General Editor, with the support of the Centre National de la Recherche Scientifique (France) et du National Endowment for Humanities (USA).

[Thesaurus Linguae Graecae \(TLG\)](#)

The Thesaurus Linguae Graecae (TLG) is a research center at the University of California, Irvine. Founded in 1972 the TLG has collected and digitized most literary texts written in Greek from Homer to the fall of Byzantium in AD 1453. Its goal is to create a comprehensive digital library of Greek literature from antiquity to the present era.

[Encyclopaedia Britannica Online](#)

The award-winning Britannica Online® delivers fast and easy access to high-quality, comprehensive information. The rich combination of the insightful Encyclopædia Britannica plus Merriam-Webster's Collegiate Dictionary and Thesaurus, magazines and periodicals, and many other research tools provides the variety of reliable sources that students need to consult when conducting thorough research—all from one database. Written by Nobel laureates, historians, curators, professors, and other notable experts, the Encyclopædia Britannica articles are trusted resources with balanced, global perspectives and unique insights that users will not find anywhere else.

[RIM Online](#)

This Research in Ministry database indexes and abstracts project reports and theses from over 50 Doctor of Ministry programs accredited by the Association of Theological Schools in the US and Canada. RIM Online cumulates the print version (1981-1998) and is updated quarterly and covers submission including 2002 (year to date).

[ERIC - Education Resources Information Center](#)

ERIC is an online digital library of education research and information. ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education. ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research.

[BIBLICAL ARCHAEOLOGY SOCIETY ONLINE ARCHIVE](#)

Scholarly but heavily illustrated and readable articles and books about ancient Israel and other lands and peoples portrayed in the books of the Bible. Studies and reports illuminate the use of archaeological methods to assess the historicity of scripture, and all biblical references are linked to the scriptural texts. The journals *Biblical Archaeology Review* since 1975, *Bible Review* since 1985, and *Archaeology Odyssey* since 1998, and the books *Ancient Israel: From Abraham to the Roman Destruction of the Temple*; *Aspects of Monotheism: How God is One. Symposium at the Smithsonian Institution October 19, 1996*; *Feminist Approaches to the Bible: Symposium at the Smithsonian Institution September 24, 1994*; *The Rise of Ancient Israel: Lectures Presented at a Symposium Sponsored by the Resident Associate Program, Smithsonian Institution October 26, 1991*; and *The Search for Jesus: Modern Scholarship Looks at the Gospels: [a] Symposium at the Smithsonian Institute, September 11, 1993*.

[Oxford Biblical Studies Online](#)

Oxford Biblical Studies Online provides a comprehensive resource for the study of the Bible and biblical history. The integration of authoritative scholarly texts and reference works with tools that provide ease of research into the background, context, and issues related to the Bible make *Oxford Biblical Studies Online* a valuable resource not only for college students, scholars, and clergy, but also anyone in need of an authoritative, ecumenical, and up-to-date resource. In addition to the Bible texts, *Oxford Biblical Studies Online* offers quick access to over 5,000 A-Z entries from the *Encyclopedia of the Dead Sea Scrolls*, *Oxford Companion to the Bible*, and a wealth of other Oxford references. Users can easily navigate to hundreds of topical essays within the Oxford Study Bibles themselves, in *The Oxford Handbook of Biblical Studies*, *The Oxford History of the Biblical World*, *The Oxford Illustrated History of the Bible*, *Oxford Bible Atlas*, and other works, and access hundreds of searchable images and maps from these major scholarly publications.

[RefWorks](#)

RefWorks -- an online research management, writing and collaboration tool -- is designed to help researchers easily gather, manage, store and share all types of information, as well as generate citations and bibliographies. If you need to manage information for any reason -- whether it be for writing, research or collaboration -- RefWorks is the perfect tool. Use the tutorials and information resources on this site to work smarter with RefWorks!

[Guide to Social Sciences and Religion](#)

GSSR is an additional source that considers the areas of social science particularly psychology as well as pastoral ministry. Search results from this database are limited to citations only. Users must retrieve articles from the printed serials collection at the MBTS Library or request articles online by contacting the Reference Librarian.

[Biography in Context](#)

Biography in Context delivers outstanding research support with nearly a million biographical entries spanning history and geography. It's a curriculum-aligned resource that offers media-rich content in context that's updated daily to meet the needs of today's user.

[Guide to Social Sciences and Religion](#)

GSSR is an additional source that considers the areas of social science particularly psychology as well as pastoral ministry. Search results from this database are limited to citations

[Korean Studies Information Services System \(KISS\)](#)

The first search engine for academic journals in Korea, Korean Studies Information Service System (KISS) is a full-text database system of Korean academic journals with 9 database services. KISS provides efficient and effective search functions with full bibliographical information (titles, author, publisher, year, note, and abstract) and the capability to search various indexes (journal, publisher, and subject).

[ATLA Database for Alumni](#)

Midwestern Baptist Theological Seminary is pleased to offer free access to a theological database from the American Theological Library Association (ATLA). All Midwestern alumni can now enjoy online access to the records of over 140 scholarly religious journals. This is a more condensed version of the ATLA religion database that is available to current Seminary students.

For a free login and password, please contact [Dr. Craig Kubic](#). Then to access this valuable electronic resource click on the link above. For technical questions about using this resource, please contact [Mrs. Judy Howie](#)



RESEARCH AND REFERENCE SERVICES

REFERENCE DESK

If you need assistance locating or using any material, please ask the Reference Librarian, Judy Howie, who is available Monday through Friday during daytime Library hours. You may also contact Mrs. Howie by email at jhowie@mbts.edu or by phone at 1-816-414-3728. Very often, the needed information can be located in the Library. If an item is not in this collection, books may also be borrowed from other libraries through Interlibrary Loan or with the use of a Library Courtesy Card (see Library User Cards). Please check with the Reference Librarian for these services.

INTERLIBRARY LOAN

Books and journal articles not owned by the MBTS Library often may be borrowed through the Library's Interlibrary Loan (ILL) service. Requests may be submitted by e-mail, in person, or by using the ILL feature available on the WorldCat or EBSCOhost database. Because libraries from outside the state of Missouri are included in Worldcat, they usually take longer to arrive at MBTS. Students must go to the MBTS Library Circulation Desk to pick up requested items. Requests for books should include as much bibliographic information as possible, such as author, title, edition, publisher, and

date, and for articles, author, titles of article and journal, volume, issue number, page numbers, and date. No more than 10 books and 10 photocopies per individual may be requested per week. For special situations contact the Reference Librarian.

If the ILL request is for an item owned by MBTS Library, or if there would be a cost involved in borrowing, you will be contacted by the Library via e-mail. We will also e-mail you when your ILL request arrives at the Library. Often the owning library will send a digital copy of a journal article via an e-mail attachment, which is then be forwarded to your e-mail address.

For special interlibrary loan services to long distance students, please see the section "Services for long distance students".

OTHER LIBRARY SERVICES

PHOTOCOPY MACHINE

The Office of Business Affairs maintains a photocopy vending machine in the library. The library keeps a small amount of change on hand for making change. \$20.00 bills will **not** be accepted. **The library will not supply change for any other use other than the copy machine.** If the copy machine fails to operate or is out of paper or toner, please notify a Library staff member. Do not attempt to add supplies. **Refunds are made at the Business Office.**

SERVICES FOR LONG DISTANCE STUDENTS

CHECK OUT BY MAIL

Midwestern Baptist Theological Seminary Library is pleased to make any of our circulating materials available to our students through the mail. Please use the online catalog, available at <http://kansascity.searchmobius.org/search/>, to verify that the items you are requesting are available. **Only items belonging to MBTS may be mailed.** Then send a list of these items, your mailing address, and your name and contact information to us using the email or mailing address below:

MBTS Library
Circulation Dept.
5001 N Oak Trfy, Kansas City, MO 64118
(816) 414-3729 · 1-877-414-3729
circ@mbts.edu

The items you have requested will be checked-out to your Library account and mailed by USPS. Any postage charges will be billed to your MBTS Student account. Normal check-out rules apply. A due date sticker will be stamped on the back of the book. IT IS YOUR RESPONSIBILITY TO RETURN THE ITEMS ON TIME. Items returned by mail must be postmarked by the due date or they will be considered overdue.

MBTS Library reserves the right to recall items. Items may be renewed one time as long as there have been no holds placed on the items. You may renew online by logging into your library account at <http://kansascity.searchmobius.org/search/>

MOBIUS Courier

We are unable to mail Inter-Library Loan items. Students living throughout Missouri may, pickup MBTS items as well as books from other MOBIUS libraries at any MOBIUS library. See the section "Requesting Items from Other Libraries in the Kansas City Cluster and MOBIUS—Interlibrary Loan (ILL)" for more information.

INTERLIBRARY LOAN FOR LONG DISTANCE STUDENTS

Unlike books that are owned by MBTS, the MBTS Library cannot borrow books from other libraries to be forwarded to MBTS students by mail. Students living beyond reasonable commuting distance of MBTS should use interlibrary loan services available at their local public library, which should be able to borrow books on their behalf. Students should plan well ahead to allow adequate time for items to be mailed. This mailing restriction does not apply to photocopies obtained from other libraries. Often the owning library will send a digital copy of a journal article via email, which can then be forwarded to the students' email address. For more information contact the Reference Librarian at 816-414-3728 or jhowie@mbts.edu.

PH.D. STUDENTS

Ph.D. Students may check out a total of **sixty** books. Books may be checked out for a **semester**. A due date sticker will be stamped on the back of the book. MBTS Library reserves the right to recall items.

DOCTORAL STUDY CARRELS

There are 5 study carrels, with 10 reserved study spaces, located in the Reading Room on the first level of the library. Ph.D. Students may apply for study space for their exclusive use on a semester basis and professional doctoral students for two weeks. These carrels are in clearly designated areas and they are prominently labeled with the name of the authorized occupant.

Other library users should not use these carrels at any time and should respect the privacy of assigned users.

Authorized carrel users may store personal books, computers, or other personal study materials in their carrels. The library is not responsible for theft or property damage and offers no guarantees of property safety.

Properly borrowed library materials may be stored in these carrels overnight; library materials which have not or cannot be duly borrowed must be returned to one of the re-shelving carts or to the main circulation desk before the end of the day.

All library materials left in study carrels must be checked out. Reference materials and periodicals left in study carrels must be checked out and cannot leave the library. The Circulation Staff will periodically check Study Carrels for material that is not checked out. **If the material has not been checked out, the material will be removed and the occupant of the carrel will be subject to fines up to \$5.00 per item.**

There is a \$5.00 fee per semester for carrel use. Carrels are equipped with lockers. Locker keys are issued to the assigned user by the Circulation Supervisor. A \$5.00 deposit is required and is refunded when the key is returned upon surrender of the carrel. The deposit is forfeited if the key is returned late or lost.

Carrels are not to be used for grader conferences.

No food, drink, or tobacco products may be stored or used in carrels.

Carrels are to be used EXCLUSIVELY by the individuals assigned.

Do not affix any items to the walls, lockers, or desks or the carrels. No push pins, tape, staples, glue, etc.

Carrel privileges may be forfeited if library policies are not followed.

COMPUTER LAB

GENERAL INFORMATION

A computer lab (16 IBM compatible computers) in the Library is available for student use. These desktop workstations all have Internet access. Computing resources at MBTS are available in much the same way as the printed resources in the Library. Like books in the Library, computing and computers should be thought of as tools and resources to be used to facilitate your education. A laser printer is attached to most computers. **The fees are 10 cents per page (black and white), 15 cents for double-sided printouts, or \$1.00 (color prints).**



The Computer lab closes 15 minutes before the Library closes.

POLICIES FOR COMPUTER USE

*All Students must sign a Network User's Agreement that will be kept on file. The computer lab is available for educational use for children **age 15 and older** (such as homeschoolers). A signed release form is required and will be kept on file. For all other library use, parental supervision is required.*

The computing resources and facilities on campus are limited. Access is a privilege, not a right, of association with Midwestern Baptist Theological Seminary. The Seminary computing facilities are to be used efficiently and only for instructional and academic purposes. Please be advised that abuse of the system (accessing private files, attempting to breach security, copying protected software, etc.) could result in loss of computing privileges and criminal prosecution when appropriate.

MBTS prohibits the use of its resources, regardless of the medium:

1. For any illegal activity
2. For plagiarism, cheating or any other activities contrary to MBTS Rules and Regulations
3. For harassment or intimidation
4. For commercial profit
5. For promotion of political or religious agendas except in public debate and in accordance with policies and positions of the Southern Baptist Convention
6. For publishing obscene, pornographic or indecent materials
7. For chain letters
8. For unauthorized copying or distribution of text, images, sounds, software or other data including licensed software or copyrighted data otherwise accessible for use
9. For wasteful activities
10. For activities that place people or equipment at significant physical risk (including exposed electrical connections, ionizing radiation, heat, food or drink in a general-access site).

General rules for computing use

1. You must have a valid MBTS Library card to use the computing facilities.
2. No food or drink in the computing facility.
3. No multiple copies, outside paper or envelopes in our printers.
4. Break printouts into 10-page blocks.
5. Computer use is assigned on a first-come, first-served basis.
6. Report all printer and computer maintenance problems to the Library Assistant/Staff member.
7. No game playing or chat rooms
8. Minors must be accompanied and supervised at all times. Internet service does not provide filters.
9. Use headphones when listening to music or using multi-media programs
10. Be considerate of other users.

Help for Beginners

If you are unfamiliar with computers or certain software, the Library staff on duty will provide assistance to help you in a limited fashion. MBTS is not obligated to provide any assistance beyond retrieval of software from storage. The Library staff will assist you with logging in or starting supported microcomputer software as familiarity permits. Please be aware the level of expertise and experience varies with employee. Assistance does not include writing or rewriting programs or debugging of logic errors. Users should be prepared to help themselves by reading the user manuals for programs.

Before you ask for help when working on the computers

To ensure that you receive the best assistance possible, before you talk with one of the Library staff or a member of the Computer Technology Staff, be sure to:

1. Look up an error message or use the on-line help facility-you might be able to solve the problem yourself.
2. Keep any error listings or printouts to show the staff member.
3. Write down the exact wording of all error messages so the staff member can determine the problem.
4. To save time when asking for help, state which computer number and program you are using.
5. **Be patient.** The staff will do their best to find an answer but it might take some time if he or she is not familiar with the particular software package you are using. Your questions may be referred to a Technology staff member for resolution.

POLICIES FOR USE OF THE SPURGEON LIBRARY COLLECTION (SLC)

All use of the Spurgeon Library Collection will be done with direct and continuous supervision by Library staff.

1. All use of the Spurgeon Library Collection will be done with protective archival gloves as provided by the Midwestern Baptist Theological Seminary Library.
2. All users must complete a *SLC Guest User Compliance Agreement*.
3. Titles from the SLC stored in the Annex may be retrieved by the Library staff or the Guest User may be accompanied by a Library staff member as time permits.
4. Guest Users requesting the use of titles from the SLC may be referred to the general collection for circulating copies.
5. Any and all use of resources from the SLC must be appropriately documented in published and unpublished works (including coursework such as term papers or presentations).
6. The Guest User agrees to provide the MBTS Library a copy of the above mentioned work indicating the specific reference to material contained in the SLC.
7. **PHOTOCOPYING** of material from the collection is strictly prohibited except with the written permission of the Library Director.
8. **PHOTOGRAPHY** of material from the collection is strictly prohibited except with the written permission of the Library Director.
9. **ONLY PENCIL AND COMPUTER NOTATION** will be permitted when using Spurgeon collection items (no ink pen or ink type writing instrument will be allowed near the collection).

Guest User Compliance Agreement

Contact Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Please briefly state your purpose for requesting use of materials in the SLC:

I have read the *Policies for Use of the Spurgeon Library Collection* and agree to the terms.

Signature: _____ Date: _____

DEWEY DECIMAL CLASSIFICATION

000 GENERALITIES

- 010 Bibliography
- 020 Library & information sciences
- 030 General encyclopedic works
- 040
- 050 General serial publications
- 060 General organizations & museology
- 070 Journalism, publishing newspapers
- 080 General collections
- 090 Manuscripts & book rarities

100 PHILOSOPHY & RELATED DISCIPLINES

- 110 Metaphysics
- 120 Epistemology, causation, humankind
- 130 Paranormal phenomena & arts
- 140 Specific philosophical viewpoints
- 150 Psychology
- 160 Logic
- 170 Ethics (Moral philosophy)
- 180 Ancient, medieval, Oriental
- 190 Modern Western philosophy

200 RELIGION

- 201 201 Philosophy of Christianity
- 202 Miscellany of Christianity
- 203 Dictionaries of Christianity
- 204 Special topics of general applicability
- 205 Serials on Christianity
- 206 Organizations of Christianity
- 207 Study & teaching of Christianity
- 208 Christianity among groups of persons
- 209 History & geography of Christianity

210 Natural religion

- 211 Concepts of God
- 212 Nature of God
- 213 Creation
- 214 Theodicy
- 215 Science & religion
- 216 Good & evil
- 217
- 218 Humankind
- 219 Analogy

220 Bible

- 221 Old Testament
- 222 Historical books of Old Testament
- 223 Poetic books of Old Testament
- 224 Prophetic books of Old Testament
- 225 New Testament
- 226 Gospels & Acts
- 227 Epistles
- 228 Revelation (Apocalypse)
- 229 Apocrypha & pseudepigrapha

230 Christian theology

- 231 God
- 232 Jesus Christ & his family
- 233 Humankind
- 234 Salvation (Soteriology) & grace
- 235 Spiritual beings
- 236 Eschatology
- 237
- 238 Creeds & confessions of faith
- 239 Apologetics & polemics

240 Christian moral & devotional theology

- 241 Moral theology
- 242 Devotional literature
- 243 Evangelistic writings for individuals
- 244
- 245 Hymns without music
- 246 Art in Christianity

- 247 Church furnishings & articles
- 248 Christian experience, practice, life
- 249 Christian observances in family life

250 Local church & religious orders

- 251 Preaching (Homiletics)
- 252 Texts of sermons
- 253 Secular clergymen & duties
- 254 Parish government & administration
- 255 Religious congregations & orders
- 256
- 257
- 258
- 259 Parochial activities

260 Social & ecclesiastical theology

- 261 Social theology
- 262 Ecclesiology
- 263 Times & places of religious observance
- 264 Public worship
- 265 Other rites, ceremonies, ordinances
- 266 Missions
- 267 Associations for religious work
- 268 Religious training & instruction
- 269 Spiritual renewal

270 History & geography of church

- 271 Religious congregations & orders
- 272 Persecutions
- 273 Doctrinal controversies & heresies
- 274 Christian church in Europe
- 275 Christian church in Asia
- 276 Christian church in Africa
- 277 Christian church in North America
- 278 Christian church in South America
- 279 Christian church in other areas

280 Christian denominations & sects

- 281 Primitive & Oriental churches
- 282 Roman Catholic Church
- 283 Anglican churches
- 284 Protestants of Continental origin
- 285 Presbyterian & related churches
- 286 Baptist, Disciples, Adventist
- 287 Methodist churches
- 288 Unitarianism
- 289 Other denominations & sects

290 Other & comparative religions

- 291 Comparative religion
- 292 Classical (Greek & Roman) religion
- 293 Germanic religion
- 294 Religions of Indic origin
- 295 Zoroastrianism
- 296 Judaism
- 297 Islam & religions derived from it
- 299 Other religions

300 Social science

- 310 Statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration
- 360 Social problems & services
- 370 Education
- 380 Commerce (Trade)
- 390 Customs, etiquette, folklore

400 Language & history

- 410 Linguistics
- 420 English & Anglo-Saxon language

- 430 Germanic languages German
- 440 Romance languages French
- 450 Italian, Romanian, Rhaeto-Romanic
- 460 Spanish & Portuguese languages
- 470 Italic languages Latin
- 480 Hellenic Classical Greek
- 490 Other languages

500 Pure sciences (Belles-lettres)

- 510 Mathematics
- 520 Astronomy & allied sciences
- 530 Physics
- 540 Chemistry & allied sciences
- 550 Sciences of earth & other worlds
- 560 Paleontology Paleozoology
- 570 Life sciences
- 580 Botanical sciences
- 590 Zoological sciences

600 Technology (Applied sciences)

- 610 Medical science Medicine
- 620 Engineering & allied operations
- 630 Agriculture & related technologies
- 640 Home economics & family living
- 650 Management & auxiliary services
- 660 Chemical & related technologies
- 670 Manufactures
- 680 Manufacture for specific uses
- 690 Buildings

700 The arts

- 710 Civic & landscape art
- 720 Architecture
- 730 Plastic arts Sculpture
- 740 Drawing, decorative & minor arts
- 750 Painting & paintings
- 760 Graphic arts Prints
- 770 Photography & photographs
- 780 Music
- 790 Recreational & performing

800 Literature

- 810 American literature in English
- 820 English & Anglo-Saxon literatures
- 830 Literatures of Germanic languages
- 840 Literatures of Romance languages
- 850 Italian, Romanian, Rhaeto-Romanic
- 860 Spanish & Portuguese literatures
- 870 Italic literature Latin
- 880 Hellenic literatures Greek
- 890 Literatures of other language

900 General geography

- 910 General
- 920 General biography & genealogy
- 930 General history of ancient world
- 940 General history of Europe
- 950 General history of Asia
- 960 General history of Africa
- 970 General history of North America
- 980 General history of South America
- 990 General history of other areas



REMINDERS FROM ORIENTATION

1. Because we have no paging system or public phone, we will **not** call a student to the telephone except in cases of serious illness or death.
2. **Please do not re-shelve any books removed from the shelves.** An incorrectly shelved book is the same as a lost book until it is located. Return all books not checked out to a book cart located near the elevators.
3. All transactions must be completed **5 minutes** before the Library closes.
4. Absolutely **no food or drink** beyond the foyer. Such items cause irreparable damage to library materials and furniture.
5. The outside drop box is to be used only when the Library is closed.
6. A small computer lab is available for student use. Refer to Computer Lab rules for details.
7. Please report the loss or damage of any library materials to the Circulation Desk so that any repair or replacement process can be initiated.
8. Theft of library materials is a **serious offense**, and will be reported to the Vice President of Student Development.
9. Out of respect for others, cell phones and pagers must be set on one ring or vibrate only. Please take all calls outside library.
10. **Remember you must keep your ID card and turn it in to the circulation desk upon graduation or termination of enrollment.**
11. **The Library is equipped with a security system to prevent theft. All bags are subject to search.**
12. **Parents:** no children are to be left unsupervised.

THE CURRICULUM LAB

WHAT IS THE CURRICULUM LAB?

The Curriculum Lab is a display of curriculum items, periodicals, and other educational materials published by LifeWay Christian Resources, Religious Liberty and Ethics Commission, Woman's Missionary Union, North American Mission Board, and the International Mission Board.

WHERE IS THE CURRICULUM LAB?

The Curriculum Lab is located next to the Computer Lab in the MBTS Library.

WHO CAN USE THE CURRICULUM LAB?

Seminary students, professors, staff of area churches, and anyone else interested in these resources may use the Curriculum Lab.

WHAT IS THE PURPOSE OF THE CURRICULUM LAB?

The Curriculum Lab serves both the seminary community and the churches in the Kansas City area, particularly those staffed by seminary students. It is a place where students, church staff, and other church leaders can view new materials and browse through accompanying resources to curriculum items. Catalogs are available to aid in the ordering of materials viewed. The Lab also is available for professors to bring classes for orientation to these materials or for professors to use the lab materials in classrooms.

HOW CAN ONE FIND MATERIALS IN THE LAB?

Materials in the Curriculum Lab are not cataloged. All the items are arranged by producing agency, then by target group (children, adults, youth, etc.)

WHAT ARE THE RULES OF THE CURRICULUM LAB?

No materials may leave the library. It is preferable that items be viewed in the Curriculum Lab area. DVDs may be previewed in the Computer Lab nearby. Unless one is certain where an item is to be shelved, the items should be left on one of the reading tables in the Lab. Professors and students may take materials from the Lab for short-term use in a classroom. Please make a request to the Library Director or Reference Librarian prior to the date needed.

COMPUTER NETWORK USER AGREEMENT

Midwestern Baptist Theological Seminary Library Computer Network User's Agreement

Internet access is available to seminary students and staff. The purpose of Internet access is to provide vast, diverse, and unique resources. The goal in providing this service to both staff and students is to promote educational excellence by increasing resource sharing, improving access to information, and developing global communications.

With access to computers and communication with people all over the world comes the availability of material that may be considered controversial. The Internet is the commonly used name for an uncontrolled, unregulated group worldwide networked information resources. Midwestern Baptist Theological Seminary educators firmly believe the valuable information and interaction available on this worldwide network far out weigh the possibility that users may find material that is not consistent with the educational/ministry goals of this institution.

Students and staff will have access to resources such as:

- Local consortium member library catalogs, the Library of Congress, and WorldCat
- Sources of current and up-to-date infomational resources
- Research tools such as BibleWorks, QuickVerse, and RefWorks.

Internet access is coordinated through a complex association of government agencies, regional, and state networks. The smooth operation of the network relies upon proper conduct of the end users who must adhere to strict guidelines and network etiquette. These guidelines are provided so that you are aware of the responsibilities you accept when signing the Midwestern Baptist Theological Seminary Library Computer Network User's Agreement and/or authorizing your child as a user. In general this requires efficient ethical and legal utilization of computer and network resources.

If a user violates any of these provisions, his/her access to the network will be terminated and future access could be denied. Signatures on the agreement indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Terms of the Agreement:

1. The use of the network is a privilege which may be revoked by the administrators of the network at any time for abusive conduct. Such conduct would include, but is not limited to, the altering of system software, the placing of unlawful or inappropriate information, computer viruses, obscene, pornographic, abusive, or otherwise objectionable language or images on the computer system.
2. The use of the Library's network and computing resources must be in support of education and/or research and be consistent with the educational objectives of the Midwestern Baptist Theological Seminary. Noneducational use may be limited at any time by the Library staff. This agreement applies to all computers and networks in the Misdwestern Baptist Theological Seminary Library.
3. Transmission of any material in violation of any U.S., state or local regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, and pornographic or obscene material.
4. Any Malicious or intentional attempt to alter, harm or destroy data of another user, any network program, or equipment will result in cancellation of privileges. Only Midwestern Baptist Theological Seminary employees may troubleshoot any computer system. If there is a problem, please report it immediately to a Library staff member.
5. The school administration reserves the right to access any material stored in files to which users have access and will edit or remove any material which the administration, in its sole discretion, believes may be objectionable.
6. Information services and features contained in the network are intended for the private use of its patrons, and any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
7. The Midwestern Baptist Theological Seminary Library does not warrant that the function of the system will meet any specific requirements users may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection.
8. Internet access through the network is intended for the use of Seminary students and staff. A minor may be authorized to access the Internet with written permission of an authorized and registered Library patron. Student wives may use the Internet but not other research-based databases.
9. E-mail (electronic mail) must be used responsibly. Users are responsible for protecting their e-mail account and password.
10. The undersigned agrees to indemnify Midwestern Baptist Theological Seminary Library administration and staff for any loss suffered to them by reason of improper use fo the network by the user.

11. Rules and regulations for computer or network usage may be changed from time to time by the administrator of the network. Users of the network are subject to these rules and regulations. The undersigned user agrees to abide by all current rules and regulations of the network.

Student Agreement:

I have read the Midwestern Baptist Theological Seminary Library Computer Network User's Agreement. I agree to use the Internet/Information Network for educational purposes. I recognize that it is impossible for the Midwestern Baptist Theological Seminary Library to restrict access to all controversial materials. I accept full responsibility for fulfilling the terms of this agreement.

Student's Name: _____
(Please print)

Student's Signature: _____

Date: _____

As the parent or guardian of this student, I have read the Midwestern Baptist Theological Seminary Library Computer Network User's Agreement. I understand that this access is a privilege designed for educational purposes. I also recognize that it is impossible for the Library to restrict access to all controversial materials. I will not hold the Library responsible for materials acquired from the network.

**Children's use of computers must allow for continuous and unobstructed view by Library Staff.
All children making use of Library equipment are required to sign this agreement which indicates the expectations and limits.**

I hereby give permission for my child to use computers in the Library to access the Internet.

Parent or Guardian's Name: _____
(Print please)

Parent or Guardian's Signature: _____

Children's Name (Print Please)

Children's Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date: _____

As the wife of this student, I have read the Midwestern Baptist Theological Seminary Computer Network User's Agreement. I understand that this access is a privilege designed for educational purposes. I recognize that it is impossible for the Midwestern Baptist Theological Seminary Library to restrict access to all controversial materials. I acknowledge that I may use the Internet but not databases for which the Library has a paid subscription. I accept full responsibility for fulfilling the terms of this agreement.

Wife's Name: _____
(Please print)

Wife's Signature: _____

Date: _____

**A COLLECTION DEVELOPMENT POLICY FOR
MIDWESTERN BAPTIST THEOLOGICAL SEMINARY LIBRARY
1985**

Purpose of a Collection Development Policy Statement

The purpose of a library collection development policy statement is to focus attention on the principles that guide the acquisition program for the library and to communicate those collection goals and policies to the library staff members and others concerned with the operation of the library. Such a statement reflects the reality that no library, regardless of its resources, can accumulate all informational materials in all subject areas, but is subject to certain limitations in funds, space, and staffing. Thus, it is imperative to maximize the effectiveness of available resources by seeing that they are dedicated basically to the purposes of the institution the library serves—in this case, the instructional needs of the students and faculty of Midwestern Baptist Theological Seminary.

This statement seeks to:

1. Enable the library staff to think through and commit itself to its objectives regarding the acquisition of resources for the short and long term needs of its seminary clientele.
2. Establish standards for the inclusion and exclusion (selection and weeding) of resources.
3. Provide for greater long-term consistency in the application of selection principles, thus reducing personal bias.
4. Encourage the coverage of valid subject areas not in the province of individual faculty members and to give continuity in coverage when there are faculty or staff changes.
5. Establish methods of reviewing materials before they are purchased.
6. Inform patrons, administrators, and other libraries of the scope and nature of the library collection.

Relation of Collection Development to the Institutional Objectives

The library operates within the overall purpose of Midwestern Baptist Theological Seminary as expressed in the school catalogue, which states, “Midwestern Baptist Theological Seminary Biblically educates God-called men and women to be and to make disciples of Jesus Christ throughout the world.” “The Library supports this mission by developing, maintaining and preserving collections and information services in order to build a resource base for research and personal and spiritual growth.”

The seminary offers the following degrees: Doctor of Ministry, Doctor of Educational Ministry; Master of Divinity, Master of Divinity with specialization emphases in: Christian Education, Church Music, Collegiate Ministries, International Church Planting, North American Church Planting, Youth Ministry; the Master of Arts in Christian Education, Master of Arts in Christian Education with Church Music, Master of Arts in Church Music, Master of Arts in Church Music with Christian Education; Master of Arts with specialization emphases in: Biblical Archaeology, Biblical Languages, Counseling; and the Diploma in Christian Ministries, Pastoral Concentration, Church Music Concentration, Church Planting, all of which, except for the diplomas, require a collegiate baccalaureate degree as a prerequisite. Thus, library resources will be designed primarily for post-graduate studies.

The seminary operates as an institution of the Southern Baptist Convention, so its library seeks to have in depth holdings of publications by or about that convention as well as extensive holdings in the fields of theology and church administration in general.

The primary clientele served by the library are the students, faculty, and staff of the seminary, although outside patrons are welcome to use its resources. The library seeks to be the main information source for the educational and research needs of its primary clientele in the following ways:

1. To provide resources that under gird the seminary curriculum, both in classroom assignments and independent study projects.
2. To contain resources for the research needs of students and faculty.

3. To supply some resources for the broader cultural development of students and faculty and their families. However, most recreational reading is expected to be found in local public libraries and personal purchases rather than the seminary library.

Intellectual Freedom

The library, as the main information source for the educational needs of both students and faculty, endeavors to acquire a balanced collection of materials that will reflect a variety of perspectives on most subjects, particularly controversial issues. It is felt that this is needed in the educational process to give a fair presentation of the issues involved and to encourage the development of critical thinking and research. Therefore, some of what is available in the library will not necessarily reflect the viewpoints and commitments of the seminary as such.

In general, the attitude of the library toward intellectual freedom is expressed in the Library Bill of Rights as amended by the American Library Association on January 23, 1980, which is quoted below:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

General Priorities Governing Selection

Responsibility for selecting library materials rests with the following individuals:

- ◆ Faculty members are expected to act as subject specialists choosing materials for the building of the library collection in their areas of expertise.
- ◆ Assistant librarians recommend materials, in particular for building the reference collection.
- ◆ Final responsibility and authority for determining what goes into the library's collection rests with the library administrator who:
 1. Reviews all recommendations.
 2. Personally selects a substantial number of items with an eye to the overall shape of the collection, filling in areas which may not be covered through faculty recommendation.
 3. Reconciles recommendations with the financial limits of the materials budget and the suitability of some recommendations for the collection.

The following kinds of materials are desired for inclusion in the library's collection:

- ◆ Current monographs from established publishers identified through regular selection activity.
- ◆ Items of audiovisual media, such as audio and video cassettes, filmstrips, slides, records, CD's, DVD's, transparencies, kits, microforms.
- ◆ Monographs written in German, French, Spanish, or Dutch if they are recommended by a faculty member.

- ◆ Unpublished theses and dissertations if they are recommended by a faculty member.
- ◆ Out-of-print materials older than 10 years if they are considered to be of enduring value or are closely associated with Baptist history or concerns.

The following materials will not ordinarily be selected for inclusion in the library's collection:

- ◆ Pamphlets (publishing material less than 50 pages). (An exception would be items published by the SBC Historical Commission which are usually in pamphlet format, and such items will be added to the Vertical File).
- ◆ Offprints of periodical articles or single issues of periodicals.
- ◆ Curricular materials (items which contain consumable materials such as transparency masters; workbooks with teacher's guides; study manuals; packets of assorted materials; etc.) (See the section on Curriculum Lab later in this document).
- ◆ Materials older than 10 years, unless considered to be of enduring value.

Detailed Analysis of Collection Coverage for Each Subject Area

Because the seminary library cannot acquire all or even most available information related to religious studies, certain criteria and limitations must be imposed upon the selection process, and parameters must be established for the collection.

The following are designations for levels of collection activity, which will be used throughout this document:

1. **Research level.** A collection, which includes the major source materials required for theses, D.Min projects and independent research as well as materials containing research reporting, new findings, and other information useful to researchers. It also includes most important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals. These materials will be collected broadly, and include most of the major scholarly works published in English, but also key works in German.
2. **Degree Support level.** A collection, which includes materials required for academic work or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized monographs, both current and retrospective, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. A Degree Support level collection will be maintained to provide a base of information in subjects which support the curriculum. These materials will be collected selectively, primarily in English, and will include representative scholarly and technical works as well as the major reference tools for the designated subject areas.
3. **Basic level.** A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field. A Basic level collection will be maintained to provide a general overview of those areas related to the core subjects and which broaden and supplement them. These materials will be collected very selectively in English and will include mainly authoritative, well-respected works.

4. **Minimal level.** A subject area, which is out of scope for the library's collections, and in which few selections are made beyond very basic reference tools.

R = Research level

B = Basic level

D = Degree Support level

M = Minimal level

The following are criteria for each subject area using the above shown key:

General Works – M; Philosophy – B; Psychology, incl. Parapsychology – D; Occult Sciences – B; Ethics – D; Religion, incl. Philosophy and Psychology of Religion – D; Non-Christian Religions/Religion in individual countries –B; Judaism –D; Collected writing on Christianity, incl. Early Christian lit. –D; General works on Christianity, incl. Philosophy and Psychology of Christianity – D; Church history, incl. History of Christianity in individual countries –D; Christian biography –B; Whole Bible –R; Old Testament –R; Apocrypha and apocryphal literature –D; New Testament –R; Doctrinal theology, incl. Apologetic – D; Worship, incl. the church year, Christian symbols, liturgy, and prayer –D; Hymnology –D; The Church (Doctrinal), incl. Church and State church polity –D; Churches (Practical), incl. kinds of churches, church management, church finance, church growth –D; The ministry, incl. clergy religions, vocations, and pastoral offices –D; Sacraments/Ordinances –D; Religious societies and associations –B; Christian Education, incl. church camps –D; Missions –D; Evangelism –D; Pastoral theology, incl. pastoral counseling seminary education –D; Preaching –D; Practical church work, incl. church work with special groups –D; Christian life, incl. devotional works, conversion, asceticism, mysticism – D; Denominational history – D; Archaeology – D; General & European history –B; Asian history, incl. Ancient Near East – D; African history – B; American history, incl. local history – B; Canadian, Mexican, and Latin American history – B; Anthropology – B; Recreation, incl. outdoor life, sports, games – B; Sociology, incl. social history, the church, and social problems – B; Sex, Marriage, and the Family – D; Communities, classes, races, incl. urban and rural sociology – B; Social pathology, incl. alcoholism, drug abuse, criminology – B; Socialism/Communism – B; Education, incl. history, theory, and practice of education – D; Special aspects of education, incl. adult education, moral education – D; Music –D; Fine arts, incl. Christian art and architecture –B; Philology and linguistics – M; Classical languages and literature, inc. Koine Greek – D; Oriental languages and Literature, incl. Semitic languages – D; Literature, incl. British and American Lit. – B; Medicine, incl. psychiatry, psychotherapies – B; Bibliography, Library science – B;

Other Collection Development Policy Considerations.

Multiple Copies

Ordinarily the library will purchase only one copy of an item. In instances where certain works are considered to be of outstanding quality and to have a high degree of usefulness in the pastoral ministry (e.g., commentary sets, Bible dictionaries, bibliographies, lexicons, handbooks, etc.) they will be represented in multiple copies, one copy for the circulating collection and one copy for reference.

In cases where there is a consistently high demand for an item, causing it to be unavailable much of the time, the library will purchase a second copy. The library will also purchase subsequent editions of most standard works.

Finally, in cases where a faculty member requires a text for a course and only a few copies of that text can actually be obtained from the publisher, the library will consider purchasing those copies, making them available to students in the class.

Replacement

Replacement copies for items, which are never returned or lost, will not be automatically purchased. Standard principles of selection will normally be applied as the deciding factor in whether or not to replace. Consultation with faculty members will be used as necessary.

Replacement for very worn items will be made, provided:

1. The item is still considered to be of value to the collection.
2. In-house repair or commercial binding is no longer feasible.
3. The item is still available for purchase.

Textbooks

The library will purchase one copy of each book currently used as a text for each of the courses taught at the seminary during a semester, provided it does not already own a copy.

Weeding and Storage

Determinative factors in the decision to weed an item are, in order of importance:

1. Continuing value to the collection
2. Frequency of use
3. Age
4. Condition of the item

Curriculum Lab

Curriculum lab materials are not integrated with the library's circulating collection. Rather, because these materials often have only a short span of usefulness, they are made available to students in the curriculum lab, under the supervision of the Reference Librarian.

Desiderata List

When specific titles are no longer "in print," in most instances no additional attempt to obtain those titles (beyond the services of the book vendor) will be made. Because the time and expense in obtaining out-of-print books is often great, the library's list of desiderata will consequently be small. Attempts to obtain out-of-print books will be made only upon the strong recommendation of a faculty member, when the content of the item is not available in other works or the item is considered very central to the history and heritage of Baptists.

Special Collections

A special collection is defined as a group of items, gathered or arranged together for some particular reason in a library that is general in character. The library, within its nature and purpose, does not, according to the definition given above, maintain special collections. Exceptions are the Midwestern Baptist Theological Seminary Archival Collection, The Center for Biblical Revival, and the Religious Liberty Collection, which falls outside the scope of this policy.

Resource Sharing

1. Collection development and inter-library loan.

The library's collection is supplemented through inter-library arrangements. ILL is not a substitute for solid collection development in support of the curriculum, but rather a means to provide access to a wider range of material beyond the scope of that which the library would normally be expected to hold. Its primary utilization is in instances of specialized research needs.

2. Cooperative collection development agreements.

The Midwestern Baptist Theological Seminary Library is a member of the MOBIUS Consortium (Missouri Bibliographic Information Users System). All members participate in the Collection Development aspect of the consortium. Notification of a cancellation of a serial should be sent to theological school type member libraries, thus allowing libraries the benefit of evaluating the continuation of the title in the area. The library, as a member of the Kansas City Theological Library Association (KCTLA) is responsible for the collection of material in areas relevant to Southern Baptists. Major purchases of monographic material may be made in consultation with other member seminaries in order to reduce redundant acquisitions within the metropolitan area. Further, the addition of

new periodical titles and the discontinuation of existing titles may be reviewed with other institutions as to their continuing relevance to the theological education needs in the Kansas City area.

The Responsibility for and the Frequency of Revision of the Collection Development Policy

Responsibility

The library administrator will have primary responsibility for initiating any revisions or additions to the policy.

Frequency

The policy should be reviewed annually and should be presented to the Library Advisory Committee.

Revised 1992
Revised September 1999
Affirmed September 2001
Revised/Affirmed September 2002
Revised/Affirmed August 2003
Affirmed September 2004
Affirmed August 2010

CONSTITUENT'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Individuals or groups may occasionally question the suitability of particular books or other materials for the library collection. All such criticism should be presented in writing to the Library Director on the "*Constituent's Request for Reconsideration of Library Material*" form.

The completed form and a copy of the material in question will be considered for review and evaluation. The review of questioned materials will be treated objectively and as an important matter. General acceptance of the material will be checked by consulting authoritative lists and critical reviews in light of the library selection policy. Passages will not be taken out of context and the material will be evaluated in its entirety.

The request will be forwarded to the Library Advisory Committee (LAC) with a recommendation from the Library Director. The LAC will make their recommendations and present the request to the Administration for action. Within 30 days after receipt of the reconsideration request, the Library Director will inform the complainant of the results of the committee's evaluation and any action which will be taken.



Constituent's Request for Reconsideration of Library Material

TITLE: _____ **CALL NUMBER:** _____

AUTHOR: _____

BOOK **AUDIO-VISUAL ITEM**

Publisher: _____ Publication Date: _____ Audio Cassette

Request initiated by: _____ CD/DVD

Address: _____ Picture

City/State/Zip: _____ Magazine

Telephone: _____ Pamphlet

other

1. To what in the material do you object? *(Please be specific)*

2. What do you feel might be the result of reading, viewing or listening to this material? _____

3. Is there anything positive about the material?

4. Did you read, view or listen to the entire material? Yes No

5. Are you aware of the opinion of this material expressed by reviewing sources?

Yes No

6. What do you believe is the theme of this material?

7. What would you like your library to do about this material?

- Withdraw it from the collection.
- Reassign it to closed stacks (available with Library Director's approval for research purposes only.)

8. In its place, what material would you recommend that would convey a valuable picture and perspective of the subject treated?

9. Other comments:

Form should be returned to: Dr. J. Craig Kubic, Library Director, Midwestern Baptist Theological Seminary Library.

Recommendation of Librarian:

Recommendation of the Library Advisory Committee:

Administration Recommendation:
