



LIBRARY USER GUIDE

This guide will tell you how to successfully use Library Services. See The Library Catalog Search Guide for more information on how to search for the right resource to checkout.

CIRCULATION & SERVICES (ABOUT)

Currently holding 66,000 plus catalogued bibliographic resources and about 550 electronic & 40 hardcopy periodical titles, the library is well equipped to serve your study needs. (EBSCOHost Religion & Philosophy offers 247 periodical & ATLA Serials 299 titles). Almost 3400 theses and dissertations are available in the Digital Media Collection from TREN (Theological Research Exchange Network). Audiovisuals include CDs, DVDs, videos, transparencies, & microforms. CD, DVD and VCR players are available for in-library use.

BORROWING RESOURCES

When checking out a bibliographic item(s), such as books, CDs, or DVDs, bring them to the Circulation Counter. If you do not have your Student ID Card, provide your last name. Check out resources at least 20 minutes before the library closes.

HOLDS

If the circulation item's status is ON SHELF, you may place a hold on it. Students can put a hold on up to 5 items. On Hold items must be picked up after notification via email within one week, otherwise these resources will be re-shelved or released to another patron's use.

RESERVES

If the circulation item is ON LOAN, you may put a Reserve on it. You will be notified by email when the item has been returned and is ready to be taken out again.

RESOURCES	LOAN PERIOD	NO. OF ITEMS	PENALTIES & FINES
Circulation Books & AV items (CDs, DVDs, etc.); Archival Books & Archival AVs; & vertical file Pamphlets (ver, arc ver) & Maps	Maximum of 7-days with one renewal unless there is a hold on the resource.	7 items at a time.	ON HOLD , resources will be charged a late fee of \$1.00 per day (Monday-Friday) to the current borrower, beginning the day after he/she is electronically notified.
Reference items, Government documents & Catalogues	In-Library use only		Can only be used within the Library and must be returned on leaving the Library.
Reserve items (Textbook & Non-Textbook Reserves)	2 hours in-Library use only, with renewal if no one has put a hold on the in-house reserve item(s).	2	Chronic abuse will incur loss of Textbook & Non-Textbook use .
Graduate Studies & Dr. Roger J. Stronstad Reading Room	In-Library use only. This is a rare book collection and is only to be used within the Library and must be returned on Leaving the Library.		
Periodicals	In-Library use only		

RETURNING RESOURCES

All electronically checked out resources are to be returned through the **External Book Return** slot to the left of the entrance to the library.

LIBRARY FINES

Except for late returns of resources placed on hold, no fines for library book & other resources will be charged. **On Hold** resources will be charged a late fee of \$1.00 per day (Monday-Friday) to the current borrower, beginning the day after he/she is electronically notified. But by the end of the academic year and before any student leaves the Summit Campus, any unreturned late resource will be charged against the student's security deposit fee.

RENEWALS

Circulation resources that do not have holds placed upon them may be renewed as many as **three times**. Borrowed books and non-books, such as AV software, pamphlets and maps must be brought back to the Circulation Desk for renewal.

CATALOG AND DATABASE

LIBRARY CATALOG: OASIS

Visit: <https://library.summitpacific.ca/opac.php>

Or, Login into your own account through the Summit Pacific College website. Go to Current Students, Portal Login: (<https://v4.oasissis.com/cgibin/portal.pl?cid=GtLuPhkK>)

EBSCO

Summit Pacific College Library subscribes to the EBSCO Religion and Philosophy Database and the ATLA Religious Database with ATLA serials. This will be a resourceful location to find Journal Articles and Research Papers to help develop and/or support your own research topic in the writing process.

Username: spc777

Password: sPhL#21

PHOTOCOPYING

Photocopying can be done **without a key or password**. Payment for photocopying will be done on an honour's basis. Because no credit is given or I.O.U.s accepted for copying, please be prepared to pay for the number of copies you make as soon as you have finished copying. \$.10/copy and \$.15/ double-sided per page.

PHONES

House phones are available at the Circulation Counter and OPAC computer station on the lower library level and are for local calls only.

HYGENIC PRACTICES FOR LIBRARY USERS

A hand sanitizer will be placed to the right near the entrance to the library to be used when you arrive to work or wash your hands. Washing your hands with soap is more effective than using hand sanitizers.

TYPES OF BOOK & NONBOOK REFERENCE RESOURCES AVAILABLE

1. ABSTRACTS

An abstract is a summary of a book, article, document, speech, etc. E.g. *Old Testament Abstracts*. (These are on the upper level in the Library's NW built-in shelves).

2. ANNUALS

An annual is a yearly book, journal, or report publication. E.g. *Britannica Book of the Year*. (in the Library Reference area. Bible college annuals are in circulation & in the Archive).

3. ATLASES & MAPS

Basically, an atlas is a bound collection of maps. E.g. *The Times Atlas of the World*. (This and other large atlases are in the Quick Reference area on the upper level in the Library's NW built-in shelves. Others are on Reference shelves. Individual maps are in a labeled cabinet on the S side of the lower level Library Conference Room on the W side of the building.

4. BIBLE COMMENTARIES

A Bible commentary is a book or books explaining all or parts of the Bible. E.g. *The Wycliffe Bible Commentary* (in 1 vol.); *The Bible Knowledge Commentary... Old Testament* (in 1 vol.); T. Goodwin's *An Exposition of Ephesians* (in 1 vol.); C. Westermann's *Genesis 1-11* (in 1 vol.); J. P. Lange's *Commentary on the Holy Scriptures* (12 vols.); *The New International Commentary on the Old Testament* (NICOT) Multivolume work; D. M. Lloyd-Jones' *An Exposition on Ephesians* (7 vols.). Commentaries are in Reference, Circulation, and Archival and Rare Book Collection areas. For circulation Bible commentary sets, see BS491ff. For individual commentaries, see Genesis to Revelation (BS1233-BS2825ff.)

5. BIBLES & BIBLE PORTIONS

E.g. *The Holy Bible: New International Version*; C. K. Williams' *The New Testament; The Gospel according to John*. Bibles and Bible portions can be found in Reference, Circulation and Rare Book Collection areas.

6. BIBLICAL WORD STUDY SOURCES

A Biblical word study source is a book that focuses upon the explanation of words found in the original Biblical languages. E.g. *Theological Wordbook of the Old Testament* (2 vols.); *Vine's Expository Dictionary of New Testament Words* (1 vol.); *Word Pictures in the New Testament* (6 vols.); *Word Studies in the New Testament* (4 vols.). Most sources are in Reference, but some are in Circulation and others online in the public domain.

7. BIBLIOGRAPHIES

A bibliography is a list of source materials, not the source materials themselves. E.g. *A Guide to the Study of the Pentecostal Movement* (2 vols.). These and most bibliographies are in the Reference area. Others are in Circulation.

8. CATALOGUES

A catalogue is a list or record systematically arranged and often containing descriptive material. E.g. *Summit Pacific College Catalogue* (on the Summit portal). Catalogues are in print and nonprint form (e.g. microfiche, data files. etc.). The electronic Library Catalogue includes bibliographic resources, books, e-book, journals, e-journals, theses, e-theses, websites, etc.

9. COLLECTED WORKS

A collected work is a book or group of books in 1 location and systematically categorized. E.g. *The Works of John Wesley* (14 vols.); *The Complete Writings of Menno Simons* (in 1 vol.).

10. CONCORDANCES

A concordance is an alphabetical index of the main words in a book with reference to the passage in which each occurs. E.g. *Young's Analytical Concordance* (for the King James Version); *A Concordance to the . . . Works of Alfred, Lord Tennyson* (for his poems & dramas).

11. CONFERENCE PAPERS

Typically, they are presented at conferences by qualified professionals or scholars in their fields of specialty. The College Library has papers both in hardcopy and electronic formats. E.g. Society for Pentecostal Studies. The Library holds copies in hardcopy and others are available in TREN (Theological Exchange Network) SPS electronic papers. See Librarian for electronic access.

12. DICTIONARIES

A dictionary is a book containing words of a language, usually arranged alphabetically. A lexicon is also a type of dictionary or wordbook. E.g. *Webster's Third New International Dictionary*; *New Bible Dictionary*; *A Greek English Lexicon of the New Testament*; *Theological Dictionary of the Old Testament* (TDOT). These and others can be located mostly in Reference. Others can be found in Circulation and online.

13. DIRECTORIES

A directory is a book containing an alphabetical index of names, addresses, etc., of persons, organizations, etc., which serves to direct the user. (E.g. Association for Biblical Higher Education Directory). See Librarian for Directory. Most directories are in the Reference area. See also

www.summitpacific.ca For ABHE see www.abhe.org

14. ELECTRONIC & BOUND SERIALS

Electronic serials are available through EBSCOHost (See 16. Below). Bound serials E.g. *Testimony*. (In storage at the end of the Library of Congress A, C-Z collection & in the Archive).

15. ELECTRONIC REFERENCE SOURCES

Include EBSCOHost, about 550 full text journals online. Ask a Library Staff person for a sheet with a path to search EBSCOHost. Information will be given during library orientation on how to access these journals. Also, go to the College web site (www.summitpacific.ca) and from the sidebar select Study Resources for a wealth of free electronic books, journals, audio recordings, moving images and reference web sites.

16. ENCYCLOPEDIAS

An encyclopedia is a book or group of books containing articles on various subjects, covering all branches of knowledge or, less commonly, all aspects of one subject. Encyclopedias tend to be more extensive than dictionaries. E.g. *World Book* (22 vols.); *The Encyclopedia of Religion* (16 vols.); *World Christian Encyclopedia*. 2nd ed. (2 vols.); *The Zondervan Pictorial Encyclopedia of the Bible* (5 vols.); *New Catholic Encyclopedia* (16 vols.); *Encyclopedia Judaica* (16 vols.); *Encyclopedia of Music in Canada* (1 vol.). Most encyclopedias are in Reference. Others are in the library electronic catalogue or in the public domain.

17. GOVERNMENT DOCUMENTS

A government document is a formal publication by or for a governing body in a country, province, state, municipality, county, etc. E.g. U.S. Dept. of Justice's *Crime against the Elderly in 26 Cities*; Statistics Canada's *Canada Year Book*; Ministry of Industry and Small Business Development's *British Columbia Facts and Statistics*; District of Matsqui Economic Development Commission's *Made Right Here*. Government documents are at the end of the Reference collection. Others are online.

18. INDEXES OR INDICES

An index or indice is an alphabetical listing of names, places and/or subjects with page numbers on which they are mentioned or discussed. E.g. "General Index of Subjects" in *The Writings of James Arminius* (vol. 3, pp. [567-70]); *Christian Periodical Index*; *Religion Index One*; *Reader's Guide to Periodical Literature*; *National Geographic Index 1888-1988* (On CDs at the Circulation Counter). Many Reference and Circulation books contain indexes. Indexes to periodicals are on the built-in shelves in the N & NE areas on the upper level.

19. MANUALS OR HANDBOOKS

A manual or handbook is a book of instructions or guide. E.g. *Eerdmans Handbook to the Bible*; *Child Abuse: A Manual for Schools*. These and others are in Reference and Circulation.

20. QUICK REFERENCE SOURCES

Include world, historical and Bible atlases; Bibles and concordances; topical Bible; Bible dictionary; Bible handbook; dictionaries of NT words, theology, church history, religions, and missions. **qui ref** is the identifying locational tag for resource tools that are on a study table in the reference area at the N end of the upper level.

21. RESEARCH GUIDES

Provided electronically and in hardcopy to assist the student in researching topics, such as: Bible Biographies or Bible Backgrounds. These guides are available in *The Library Reference Guide* on the Summit Pacific College Portal. See also the college Portal for the latest Essay Style Guide.

22. RESERVED BOOKS & NONBOOKS

For student use, copies of all textbooks for a semester, except workbooks, are put on **2-hour** Textbook Reserve for in-Library use only. Non-Textbook Reserve books or nonbooks (e.g. CDs, DVDs, etc.) are set apart by a teacher for a less restrictive circulation period of use than normal to help maximize the use of such materials. They are often placed on **one-week** reserve). All reserved items are available at the Circulation Counter and must be requested from a library staff person.

23. SERIAL HOLDINGS LISTS

A serial holdings list is a publication of an institutions periodical collection or portion of it. E.g. "SPC *Serial Holdings List*" and "*Archival Serial List*" (at the W end panel of the Current Serial shelves). "Newsletter File Names and Titles" (on top of Newsletter file cabinet).

24. STUDY GUIDES

A study guide is a tool, workbook or pamphlet used in or for study and/or teaching. E.g. *Your New Life* (in Circulation); *Hebrews* (Neighborhood Bible Studies) in Vertical File cabinet. Most study and teaching guides are in Circulation. They are identified by the locational tags **ver** and **arc ver**.

25. SUBJECT SOURCES

A subject source is a book, nonbook or portion that is alphabetically classified, categorized, or indexed by topic. E.g. *Library of Congress Name and Subject Headings* (Go to: www.authorities.loc.gov). This is the world's most extensive subject authorities' source.

26. SYLLABI

Any student who would like to see the description of a course offered at SPC, needs to go to the College web site www.summitpacific.ca If a student wants more detail about the course, such as objectives, textbook list, course outline, course requirements and, often a bibliography, contact and speak with the instructor of that particular course or with the Registrar.

27. THESAURI

A thesaurus is a dictionary of synonyms and antonyms. E.g. *Roget's Thesaurus of English Words and Phrases* (2 vols.) and *The New Pocket Roget's Thesaurus* (1 vol.) in reference and circulation, respectively. By highlighting a word in your document in Office Word right click to look for Synonyms. A copy of a thesaurus is located on the **qui ref** shelves in the NW corner of the Reference area.

28. THESES AND DISSERTATIONS

A thesis or dissertation is a work on a subject in which one has done original research for a degree. E.g. *Church-Related College Environmental Relations* (in Reference) and *Pentecostalism in Canada* (in Archive). Most hardcopy theses are in the Archive or in Reference. Currently the Library has about 3400 theses or dissertations through TREN (Theological Exchange Network). To gain electronic access to these resources, see the Librarian.

ABBREVIATIONS AT THE BEGINNING OF LIBRARY OF CONGRESS CALL NUMBERS

These abbreviations will show up at the beginning of some of the resources call numbers. They will inform more on where the resource is located and whether or not you will need a Library Staff Member to obtain it for you. Most of these abbreviations mean that the resources are in the Hudson Library's archives.

arc = archive (Behind the E wall on the library lower level)

arc ver = archival vertical file (in archive in the NE corner of the lower level)

cat = catalogue (in Technical Services room)

gov = government documents (at end of Library of Congress Reference books)

ind = index (on the N built-in shelves on the upper level)

jbc = John Bunyan Collection (in vault on the lower level)

juv = juvenile literature (on the last range of stacks on lower level near the N end)

mcl = modern Christian literature (in built-in shelves on S & W sides of the upper level)

qui ref = quick reference books (in built-in shelves NW of the Reference area)

rbc = rare book collection (in the vault on the library lower level SW area)

rbc mcl = rare books in modern Christian literature (in the Archive on NE wall)
ref = reference (on the upper level in the N area of the library on the last 1 ½ ranges)
res = reserve (Textbook: in the E side shelves under the window E of the circulation counter.
Non-Textbook: on the shelves in the Circulation Counter)
scc = Dr. Roger Stronstad Canadian Collection (in the Archive following rbc mcl)
ser = serials/periodicals display (across from the colloquium area & following scc on lower level)
srr = Dr. Roger Stronstad Reading Room (in the Archive following rbc mcl)
ver = vertical file (in cabinets along the central W wall on the lower library level)