



Library Handbook

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LIBRARY PURPOSE AND GOALS

Library Purpose

The purpose of the Shepherds Theological Seminary Library is to serve and promote the aims and values of Shepherds Theological Seminary. Jackson Library currently operates as a private library for the staff and students of STS. The library provides resources and services necessary for master's level (or higher) academic research. These resources foster spiritual growth and equip students to be effective pastors and leaders serving the Church of Jesus Christ.

Library Goals

1. **Holdings:** Provide scholarly and academic resources that support the STS curriculum and the research needs of the students and faculty regarding research projects. Specifically:
 - a. Provide a well-balanced and diverse collection of high-quality general reference works and scholarly journals.
 - b. Provide a relevant collection of books and other materials dealing specifically with theology, Bible study, Old and New Testament exegesis, practical theology, biblical counseling, and Christian education.
 - c. Provide the resources necessary for the students' practical service efforts in pastoral ministry, preaching, teaching, biblical counseling, and evangelism.
 - d. Provide computer-based access to online digital resources complementary to print materials, as well as select e-books and assorted DVDs.
 - e. Maintain an acquisition wish-list of materials that is continually updated through faculty and student input and through research done by library staff.
2. **Organization:** Provide access for searching the holdings through an online public access catalog (OPAC). Arrangement of physical books according to the Library of Congress Classification system (LCC) makes for easy location of materials. Items are physically separated into reference and reserve materials, current print journals, general circulation items, and the CBC Annex.
3. **Facilities:** Provide clean, comfortable, quiet, well-lighted study areas for students and faculty that is supported by computer technology and is conducive to study and research. Jackson library is focused on offering a quiet study area for students and faculty.
4. **Instruction:** Train future Christian leaders in information research and other study skills.
5. **Personnel:** Recruit, train, and develop both professional and volunteer staff with the knowledge and skills required to meet the information requirements of library patrons.
6. **Finances:** Ensure that budgeting and accounting processes are accountable to donors and other funding sources. As a guide, seek that 6% of the STS Educational and General budget is allocated annually to the Library, and that holdings grow annually by 2%.
7. **Strategic:** Develop long-term plans that lead to a stand-alone, state of the art facility that serves the needs of the students and faculty.
8. **Development:** Provide materials and plans to support regular library promotion events. Develop donor relationships and potential endowments.
9. **Assessment:** Continually monitor and evaluate the use of the facility for circulation patterns, personal study usage, fulfillment of course requirements, functional technological systems, adequate library services, and overall patron satisfaction.

LOCATIONS AND ACCESS

Shepherds Theological Seminary Libraries

Shepherds Theological Seminary currently maintains libraries at two Campus locations.

The Paul K. Jackson Library, Cary Main Campus	21,957 volumes
Laramie Valley Chapel Teaching Site (TWI)	3,774 volumes

This handbook contains specific information for the operation and use of the Paul K. Jackson Library, located on the main campus of STS in Cary, NC (see Appendix A for a map of The Shepherd's Church, formerly known as Colonial Baptist Church). The LVCTS library is located in the Laramie Valley Chapel, in Laramie, WY. Both sites fall under the supervision and direction of the STS Director of Library Services, and many of the policies and procedures are the same.

Student Access into the Library

Jackson Library is entered from within the SC building, but does have a separate exit-only doorway from within the library. Students have access by an electronic proximity card provided by SC. Access to the SC building and to the library entrance is permitted between **7 a.m. and 9 p.m., seven days a week, year-round**. Please see the STS office staff to replace lost proximity cards. There is no overnight access. Alumni of STS may continue to retain access to Jackson Library after graduation. Other individuals (e.g., SC ABF leaders, local pastors, etc.) may receive a key fob upon a background check done by SC and the STS offices.

A self-checkout computer terminal is provided for students when no staff member is available.

Librarian Assistance

The Librarian's office is located behind the circulation desk. The Director's office hours are limited as the role is now a part-time position. The best way to reach the Director is by e-mail (mcorder@shepherds.edu). There is some limited volunteer staff assistance also available. While students have full access during the above hours, please do keep in mind that there is no staff assistance or support during many of those hours (e.g., help with printing, finding resources, etc.).

Contact Information for Jackson Library

Location: Main Floor, Administration Center, The Shepherd's Church

Librarian: Marcus Corder

Phone: 919-390-1104 (office)

Email: mcorder@shepherds.edu

School Web: <https://shepherds.edu/>

OPAC: <https://shepherdsjacksonlibrary.booksys.net/opac/shepherds/index.html#menuHome>

COLLECTION, RESOURCES, AND EQUIPMENT

Circulating Collection

The bulk of the Jackson Library is contained in the circulating collection, or stacks. These books and materials are available for circulation to students and faculty according to the rules below. Items located at the LVCTS are marked with a call number suffix of “TWI.” Currently there is no inter-library exchange between STS and TWI, but requests for items to be added to the collection are always welcome. Items located in the CBC Annex are available by request but are not immediately accessible.

Reference Collection

Reference includes encyclopedias, dictionaries, guides, commentaries, language tools, or other similar materials. The Reference section is located just after the main entrance, behind the display shelf and glass etching. Reference items are designated by their call number and by a sticker on the back. These materials may not be taken from the library at any time.

1. Commentary sets are organized alphabetically by the title of the set, while volumes within each set are organized in canonical order.
2. The Periodical and Journal Shelf is located adjacent to the circulation desk, around the corner from the Reference section. These are the most current edition of the respective journals.
3. Past print journals and older periodicals are located behind the circulation desk.

Reserve Collection

Materials identified in a course syllabus as “required” are located on the Faculty Reserve Shelf. This shelf is adjacent to the circulation desk. Faculty may request additional materials and other reading resources be held on the Reserve Shelf for a specific period of time. Reserve materials have a special book wrap on their front covers. These items are for in-library use only and may not be checked out. Reserves for electives are returned to circulation after the respective course; reserves for regular course remain on Faculty Reserve perpetually. Jackson Library assumes that students will purchase their own required textbooks and offers a single copy on Faculty Reserve for those with extenuating circumstances. It is not the policy of the Library to maintain multiple copies in regular circulation of every required textbook although the library does attempt to purchase e-books for all required texts when those become available.

Interlibrary Loans

The STS Libraries do not offer ILL services. Students may still submit a request to add a new title to the current holdings or ask the Librarian if a journal article can be obtained through some special librarian channels. Otherwise, students will need to personally visit one of the many local seminary and university libraries on their own. For example, SEBTS is just 30 minutes away and offers many services unavailable through Jackson Library.

Digital and Reproduction Equipment

- Several computers are located in the study carrels within the library. These are equipped with software compatible to Microsoft Office. A short Instruction Guide is provided.

- A large copier/printer is available for student use and linked to the student computers.

Digital Databases and Bibliographic Subscriptions

Jackson Library offers the Theological Journal Library (from Galaxie) and the ATLA Religion Database (hosted by EBSCO), which are both accessible through the student proxy. Both databases offer many full-text articles and bibliographic information for further research. This is also a good place to locate books reviews and to learn about select essays within books. Students can cut-and-paste material, or in many cases download PDFs of articles to a flash drive or portable hard drive. See the link page on the Jackson Library OPAC.

Other materials found behind the proxy include the Biblical Archaeology Society database, the Proquest Humanities Dissertation database, the Hermeneia Commentary series (through Project MUSE), and various individual e-books through either EBSCO or ProQuest.

All STS students are required to have, or to purchase, a basic Logos Software package; the library does not provide any independent access to Logos materials.

Consortia Resources

Shepherds Theological Seminary is a member of the Carolinas Theological Library Consortium (CTLIC). Membership in CTLIC enables STS students and faculty to use associate libraries with check-out privileges. Internet links to CTLIC, and to each of the member schools, are located on the links tab of the Jackson OPAC site. STS students should take their student ID cards with them when visiting and asking to check out items out from a CTLIC library.

Note – Jackson Library does not mail out materials to students at this time.

Local Libraries

Students have access to a number of local libraries that provide general resources beyond those in Jackson Library. Several are linked from the Jackson Library OPAC site.

Wake County Public Library – free, but must obtain a library card.

Duke University – North Carolina residents pay a small annual fee.

North Carolina State University – North Carolina residents pay a small annual fee.

University of North Carolina – North Carolina residents pay a small annual fee.

NOTE: Students at teaching sites will have varying access to local universities and other options for consortia affiliations. These options are managed by the site directors, not by Jackson Library. For example, questions about checkout privileges at the University of Wyoming Library will be addressed by the LVCTS director.

CIRCULATION AND USE PRACTICES

General Practices

General Circulation: Circulation materials can be checked out with a student, faculty, or patron account. Accounts are created upon admission to STS but see the Librarian if there are problems or changes needed to an account. Self-checkout is based on the patron's last name. Students may check out any "stacks" or circulation item. Only library staff can check items back into the system.

Circulation Rules

	<u>Seminary Student</u>	<u>Seminary Faculty</u>	<u>General Patron</u>
General materials	21 days	60 days	14 days
Renewals	1	N/A	N/A
Max Qty Out	25	40	20

NOTES:

1. Items may not be re-checked-out for at least one (1) week after returning the same item.
2. Late notices are e-mailed periodically; see below for fine policy.
3. Guests other than CTLC students may not check out books at this time.

Book Return: Checked-out books must be returned to the box just inside the library entrance or given to the library staff. Do not re-shelve items; if staff does not check in a book, it will become overdue. Books used in the library but not checked out may be left on study tables or carrels.

Reference and Reserve: These materials do not leave the library and cannot be checked out.

Orientation: An online course on Research and Writing reviews some of the policies contained in this handbook and offers preliminary assistance for research methods and the STS writing and formatting guidelines.

On-line Search: All materials in the library can be searched through the Online Public Access Catalog (OPAC). This site is located on all library terminals and accessible remotely.

On-line Journal Subscriptions: Online materials are accessible through the links tab on the OPAC page, and by authenticating oneself through the ezproxy feature. Instructions are provided on that web page. In addition, all e-books are accessed behind the ezproxy feature. These materials are available to current enrolled students. Access to these materials ends when students graduate.

Reservation and Renewal: Jackson Library does not reserve books. Items already checked out can be renewed at any time *prior* to their due date, but not after. Students have the option to renew remotely through the OPAC site by setting up a user account. See Librarian for other assistance.

Damaged and Lost Materials: Library materials damaged or irretrievably lost must be replaced by the patron. Replacement may constitute a monetary donation of equivalent of the current market value or gifting a new physical copy. Please see the Librarian for a judgment on the cost.

Un-Returned Overdue Items: Students with overdue materials will receive late notices via their shepherds.edu email accounts. There are no fines collected for modestly overdue books (i.e., within 1-2 weeks). However, materials overdue by 3 months or longer will be charged to the student's account for the cost of their replacement (at current prices for a new copy). In such cases, the student will be notified by STS administration that a charge will be added after 7 days if the books still are not returned and in good condition. Other penalties may include the student's checkout privileges being suspended for a full semester following the incident, suspending registration for the following semester, or even a delay of graduation.

Study and Research Practices

Respect for Others: Jackson Library does not have sound barriers; even hushed conversations will carry noise throughout the library. Students are expected to make a self-conscious effort to minimize noise and to ensure that others will not be disturbed. Family and friends are generally not permitted in the library, but may accompany a student if they are under direct supervision, if they do not take up student seating, and if they do not cause disturbances to other students. Children are not allowed on the computers. The library is not to be used for open-air meetings or group studies. Please do not open the entrance door for non-students. Either allow staff to handle the inquiry or tell the individual to call the Librarian for an appointment. The Jackson Library is not open to The Shepherd's Church members, CTLC members, or local non-students *without* a prior appointment. Shepherd's Church provides its own library for the church congregation. Lastly, do not prop open the entrance door. Please report any disturbances or difficulties to the Director.

Food and Drink: Food and drink are allowed, but patrons assume responsibility for any damage caused by such items. SC does offer limited food and drink items in The Café (located in the adjoining Student Center) and via vending machines to the right of the worship center.

Personal Items: Personal items (e.g., books, notes, computers, and backpacks) may be brought into the library. These materials should not block walkway access or take up seating space if the student is not returning within a reasonable time period. Do not leave any such items overnight. If any items are found left in the library they will be given to the STS Administration for retrieval.

Copies, Printing, and Scanning: Photocopies and prints can be made using the copy machine located near the study carrels; it is the default printer for computers in the library. The cost is \$0.10 per copy/page; a fee jar is next to the printer. Payment is by the honor system. Please keep a count of your copies and pay accordingly. Small bills or change are preferred. Please observe copyright practices and fair use limits on photocopying materials. Scans of book pages may be made using the scanning station behind the Director's office. Instructions are provided; see staff for assistance.

Study Tables: Three study tables are located in the Reference area of the library near the entrance. These tables are useful for spreading out materials. This is a designated quiet study area; these tables should not be used for group study or personal/private meetings.

Study Carrels: There are seven study carrels available along the windows by the circulation stacks. Four carrels are equipped with computers dedicated to student study. Power outlets or power strips are provided for students.

Computers: The library computers have access to the Internet and several key software packages like Microsoft Word and Excel. Links to online databases are installed on the desktop. Student log-on information as well as a Help Sheet for general use of digital materials is provided at the computers. Faculty and staff can also log-on using their personal access codes.

NOTE. *Viewing of pornographic material or other material in violation of the Moral and Ethical Code of Shepherds Theological Seminary is grounds for immediate expulsion from the seminary. Any observation of such behavior should be reported to the Librarian, Registrar or Dean immediately.*

Requests to Add Books, Journals, and Other Materials

The Jackson Library welcomes suggestions and requests for research materials. Contact the Librarian directly with any requests or recommendations. Fulfillment of requests depends on the content of the item, suitability to the library, cost, and available funds.

Health and Security Practices

Jackson Library System falls under the general health and security policies and procedures of STS. Please consult the *Security, Health and Crisis Response Handbook*.

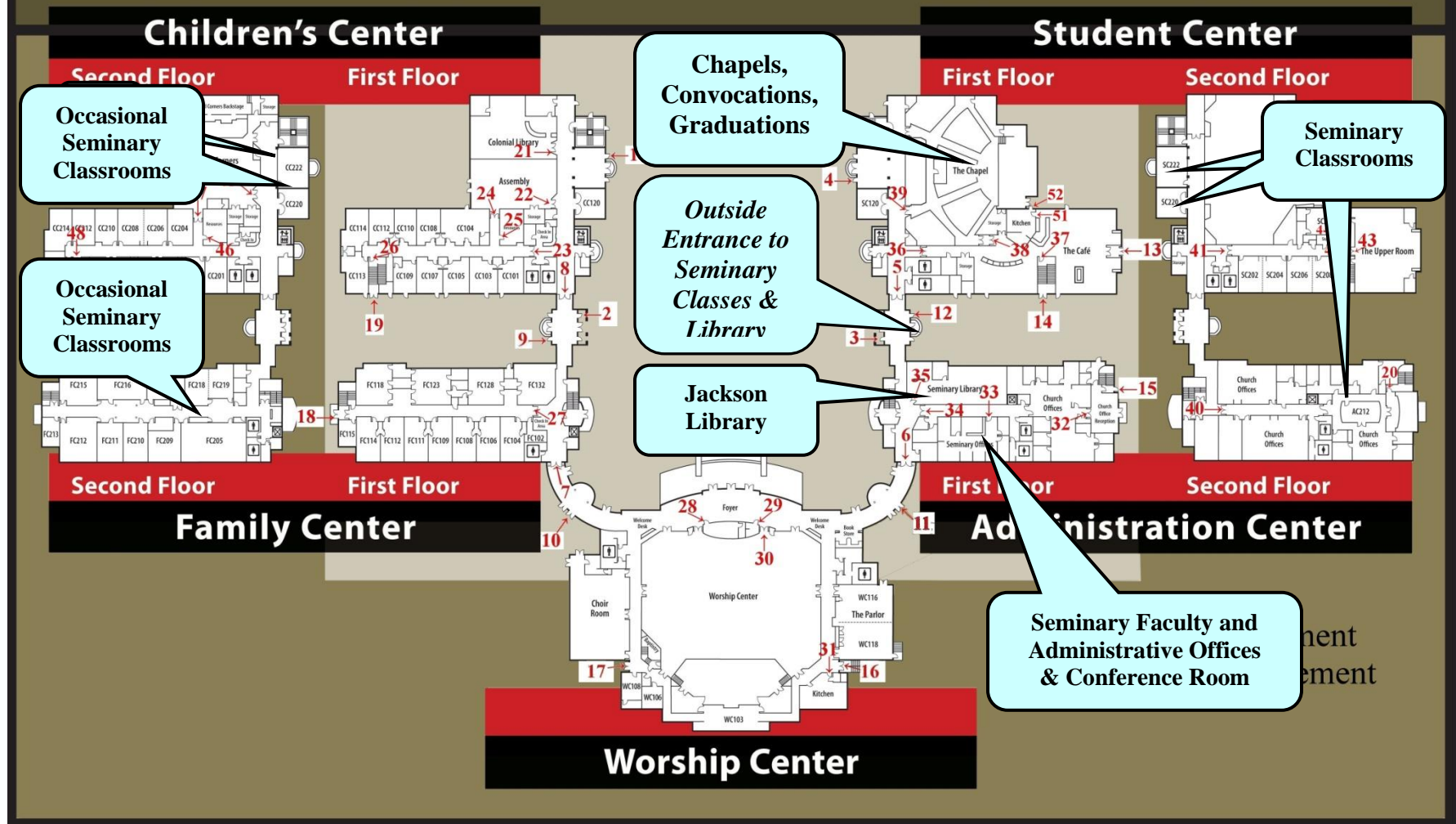
Security

Students should park in the lighted parking area adjacent to the Administrative Center and the Student Center, parallel to Holly Springs Road. This entrance gives access through the lighted courtyard between these two buildings leading to the student access door. As the library is not frequently staffed, and as SC does not provide security outside of the library beyond regular SC office hours, it is a good practice to tell an acquaintance that you are studying in the library during these times.

For both safety and security reasons, please maintain the private library policies and do not open the door for non-students and strangers (especially on Sunday mornings). Students should never allow a non-student to remove a book from the library. Jackson Library is not responsible for any personal belongings left in the library. If observing unusual behavior or activities, both in the parking area or within the buildings, call Security at 573-1554 during normal working hours, or 369-8948 after working hours.

Due to the recently enacted campus safety measures by SC, no student shall remain in the library after 9 p.m., when the electronic keypad access ends. Any student discovered in the library after this time, found spending the night in the library, or who propped the side door open to continue entrance after 9 p.m., will be disciplined by the STS administration, and possibly expelled. There are several cameras on the SC campus that monitor the entrance and exit doors to the library.

Appendix A – Seminary Classrooms, Library, and Offices



Appendix B – History of the Library

Shepherds Theological Seminary Library began in 2003 through the kindness of gifts from the personal libraries of friends of the seminary. Dr. John Edward Millheim, Dr. Roger Gulick, Dr. Bert Moore, and Rev. Harding donated over 7,000 volumes. In early 2005, an additional 5,000 volumes were purchased by means of a designated donation. In early 2004, Dr. Sam Winchester undertook as his Master of Arts Mentored Internship a project to establish the library as a functioning facility useful to students and faculty. Many volunteers stepped forward to assist in this effort; chief among them were Ed and Lucy Harter. Together, this group of committed volunteers cleaned and cataloged 5,000 volumes by mid-2005 and increased these numbers to over 20,000 by mid-2007. Of these, only 4,000 could be housed in the STS Library space provided by Colonial Baptist Church (now The Shepherd's Church). An additional 5,000 volumes were housed in President Davey's Pastors Library, and 2,000 volumes were included in the Colonial Church Library. The remaining 9,000 volumes were stored until they could be included into an expanded facility.

In 2006, Raye Oldham, MLS, and Gloria Sutton, MLS, provided professional leadership and training. Mrs. Oldham providing broad direction based on her experience with libraries state-wide, while Ms. Sutton provided operational guidance based on her community college librarian experience. Lucy and Ed Harter continued to recruit and train staff for the many tasks of operating a post-graduate library facility.

In the summer of 2007, a private donor made it possible to expand the library from 270 ft² to over 2,100 ft² and RussWood, Inc. provided the library with shelving and furniture sufficient for 20,000 volumes, and with study areas and carrels for study and research. Today, the STS Library has 30,000 total cataloged volumes with 21,000 volumes in Jackson Library, 5,500 volumes in the Pastor's Library and 1,700 volumes accessible in the Shepherd's Church library. In addition, there are 1,200 cataloged volumes located at the TWI Laramie Teaching Site. All volumes are searchable by On-line Public Access Catalog (OPAC) which can be reached on the library web site. Jackson Library has locations for general stacks, reference, commentaries, faculty reserves, journals and periodicals. The holdings are cataloged by the Library of Congress system. Four computers are dedicated for research with contacts to many journals and religious sites identified on help sheets.

In 2010, Shepherds was admitted to membership in the Carolinas Theological Library Consortium schools and seminaries in North Carolina stretching along I-85 from Wake Forest to Charlotte and along I-40 from Winston-Salem to Raleigh. STS students have full access to materials in these libraries. Contact information is located on the Jackson Library web site.

Paul K. Jackson Memorial (1955–2005)

When the Lord called Professor and Pastor Paul Jackson home, the Shepherds Theological Seminary Board approved naming the seminary library facility as the *Paul K. Jackson Library*. This was done to honor and memorialize his vision and many service efforts to develop and establish the seminary, including both the library itself and teaching Old and New Testament. Paul's father Mark Jackson, retired pastor and former president of Baptist Bible College, was subsequently a member of the Board of Directors. Paul's grandfather, Paul Jackson, was involved in the 1948 establishment of the International Council of Christian Churches in Amsterdam, Netherlands. He also wrote their doctrinal statement.

The Shepherds Theological Seminary Library is named in honor and memory of Professor Paul K. Jackson, founding seminary professor of Old and New Testament and well-loved by his students and members of Colonial Baptist Church where he was the Adult Ministries Pastor. Dr. Jackson also performed many of the key duties in designing and gaining authorization for the establishment of the seminary. Professor Jackson earned his Baccalaureate and Master of Divinity degrees from Baptist Bible College in Clark's Summit, PA. He was continuing doctoral studies at Trinity Theological Seminary in Deerfield, IL and was awarded an honorary Doctor of Divinity from the American Theological Seminary in Los Angeles, CA.

Professor Jackson served as senior pastor of Draper Baptist Church in Draper, PA. He was later called to the Cedar Hill Baptist Church in Cedar Heights, Ohio as an Associate Pastor, and later was called by the church to serve as Senior Pastor. Paul traveled to many countries preaching and teaching the Word of God. He served on the Board of the Association of Baptists for World Evangelism and assisted the Dean of STS in establishing a partnership with The Biblical Academy in Croatia.

During 2002, Dr. Jackson served on the committee to assess the need for, and to devise the purpose, objectives, and degree structure for establishing Shepherds Theological Seminary. During this time he was instrumental in writing foundational documents and seeking authorizations for the Seminary.

Paul battled cancer for more than a year, during which time he continued to teach his classes at Shepherds and the church in spite of his physical condition. Paul was born in January 1955 and called home to heaven in February 2005, while his wife and family stood by his bedside.