

# TABLE OF CONTENTS

<b>FOUNDATIONAL STATEMENTS</b>	<b>1</b>
Seminary Distinctives	1
Seminary Purpose	1
Servant Leadership	1
Other Distinctives	1
<b>LIBRARY PURPOSE AND OBJECTIVES</b>	<b>2</b>
Library Purpose	2
Library Goals	2
<b>LOCATIONS AND ACCESS</b>	<b>4</b>
Shepherds Theological Libraries	4
Library Locations	4
Library Hours	4
Student Access into the Library	4
Librarian Assistance	5
Contact Information	5
<b>COLLECTIONS, RESOURCES AND EQUIPMENT</b>	<b>6</b>
Jackson Library System	6
Circulating Collection	6
Reference Collection	6
Reserve Collection	6
Interlibrary Loans	7
Digital and Reproduction Equipment	7
Digital Databases and Biographical Subscriptions	7
Consortia Resources	7
Local Libraries	8
<b>CIRCULATION AND USE PRACTICES</b>	<b>9</b>
General Practices	9
Study and Research Procedures	10
Relationships with other Libraries	11
Requests to Add Books, Journals, and Other Materials	12
Health and Security Practices	12
<b>LIBRARY MANAGEMENT</b>	<b>13</b>
Library Organization	13
Student-Faculty-Library Relations	14
Jackson Library Staff Training	14
Library Committee	14
Procedures for Development of STS Policies	14
<b>APPENDICES</b>	<b>15</b>
Appendix A   Campus Map	15
Appendix B   History of the Library	16



# FOUNDATIONAL STATEMENTS

## **Seminary Distinctives**

Shepherds Theological Seminary (STS) is committed to theologically conservative academic excellence. Our faculty are not only academically-minded, they are experienced shepherds committed to training men and women for ministry. Student education is enhanced by the intimate connection to a vibrant local church. STS is devoted to advanced academic training that is tested and refined through mentored relationships, allowing students to apply their studies in the laboratory of local church life and ministry.

## **Seminary Purpose Statement**

Shepherds Theological Seminary exists to impact the world for Christ by equipping servant leaders for life and ministry by strategically shaping both intellect and character through biblical scholarship and personal mentoring.

## **Servant Leadership**

A Servant Leader is one who has built his life on a firm biblical foundation and has developed character traits and skills using Jesus as the model. As such, he seeks to understand the needs of others and to help them meet those needs as they also commit to imitate Jesus.

## **Other Distinctives**

The Shepherds Theological Seminary 2016-2017 Academic Catalog contains other STS distinctives, such as Core Values, Educational Philosophy, a Statement of Faith, and the Student Code of Conduct. The Catalog also contains various Learning Outcomes that are specific for each degree program. Statements on STS Accreditation and Educational Effectiveness may also be located in the catalog.

# 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 solely for the staff and students of STS. Students from affiliated CTLC seminaries may make appointments to enter and utilize Jackson Library resources by contacting the Director before arrival. The library provides resources and services necessary for master's level (or higher) academic research and the spiritual growth of students. These resources equip and prepare students to be effective pastors and leaders serving the Church of Jesus Christ.

## Library Goals

1. **Holdings:** Provide resources that support STS curriculum and the research needs of the students and faculty. 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. Provide academically substantial resources for student research papers and theses.
  - d. Provide computer-based access to online digital resources complementary to print materials, as well as DVD and other audio/video materials.
  - 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 both within and outside the physical library by cataloging materials according to the Dewey Decimal system, by maintaining OPAC capability, and by physically separating reference and reserve materials, journals, general circulation items, and other holdings like the Pastor's library.
3. **Facilities:** Provide 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 personalized information literacy training through the resident Librarian.
4. **Instruction:** Train future Christian leaders in information research and other study skills to enable them to continue their scholarship throughout a life of ministry.
5. **Personnel:** Recruit professional library staff. Recruit, train, and develop 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 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, ongoing student orientation and training, 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	21,000 volumes
Laramie Valley Chapel Teaching Site (TWI)	3,470 volumes

This handbook is designed in general for all locations. However, it contains specific information for the operation and use of Paul K. Jackson Library on the main campus in Cary. The LVCTS library is immediately administered by local staff, but operates under the direction of the STS Director of Library Services. Many of the policies and procedures are the same (e.g., circulation rules, cataloging standards).

The main Shepherds Theological Library holdings are located on the campus of Colonial Baptist Church at the Paul K. Jackson Library. Formerly, there were additional holdings located in the Pastor's Library, but these were removed from campus during summer 2017. Jackson Library is located just outside the main corridor of the ground floor of the Administration Center that houses the STS offices (See Appendix A for map). The main entry is located from within the CBC building. A secondary exit-only door is located in the circulation stacks area of the library.

## Library Hours

Jackson Library is currently a private library and does not have designated open hours or public access. Colonial Baptist Church does provide a separate library for its members, which is located on the far side of the campus. Students from member schools of the Carolina Theological Library Consortia are invited to use Jackson Library, but must call ahead to ensure that staff will be available during the times that they plan to visit. Alumni of STS may request continued access within a limited set of hours. After an interview with the Librarian, and with approval through CBC security, non-student patrons (e.g., ABF leaders) may receive access cards with limited hours (no evenings or weekends).

A self-checkout computer terminal is provided for students when no staff member is available. New students are given an orientation on the self-checkout at the beginning of the semester, or they can contact the Librarian for assistance.

## Student Access into the Library

Students have access to the library by an electronic proximity card provided by Colonial Baptist Church. Access through the STS official outside entrance is permitted with these key cards from between **7 a.m. and 10 p.m., seven days a week, year round**. This outside entrance is the main entry door located in the connector hallway between the Administration Center and the Student Center. An STS sign is above the designated door.

Once inside Colonial Baptist Church, students may enter and leave the Jackson Library at any time, with their key cards, between the hours of 7 a.m. and 10 p.m. Please see the STS office staff

to replace lost proximity cards. The Pastor's Library is accessed by the Jackson Library staff only. Materials from this location are available by request.

## **Librarian Assistance**

The Librarian's office is located inside the Jackson Library, immediately past the reference section and behind the circulation desk. In the absence of the Librarian, students may ask assistance from the library volunteers or contact the Librarian through phone or e-mail.

Volunteer staff members are available periodically during weekdays. Be advised: there is no staff assistance or support on weekends and most evenings.

For additional assistance with researching, writing, use of online databases, or use of any of the other library resources, contact the Librarian directly. Appointments are not necessary, but are suggested for distance students traveling in from afar.

## **Contact Information**

### **Shepherds Theological Seminary**

Location: 6051 Tryon Road, Cary, NC 27518

Phone: 919-573-1557 or 919-573-5350 or 1-800-672-3060

Fax: 919-459-0022

Email: [info@shepherds.edu](mailto:info@shepherds.edu)

Web: <http://www.shepherds.edu>

### **Jackson Library**

Location: Main Floor, Administration Center, Colonial Baptist Church

Librarian: William Coberly, Ph.D.

Phone: 919-390-1104

Email: [wcoberly@shepheds.edu](mailto:wcoberly@shepheds.edu)

Web: <http://sts.shepherds.edu/about-shepherds/library/>

OPAC: <http://weblibrary.shepherdsseminary.org/opac/shepherds/#menuHome>

Jackson Library Circulation Desk

919-573-1557 (defaults to the Librarian's office)

# COLLECTION, RESOURCES, AND EQUIPMENT

## Jackson Library System

The information provided below is specific to the Jackson Library in Cary (main campus).

### 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 rules below. Circulating materials are housed in the Jackson Library ‘stacks’ area.

Students may search Jackson Library for resources demarcated as “STS” within the OPAC online catalog feature. Items marked “TWI” are located at the Laramie Valley Teaching Site (WY). Jackson Library does not provide ILL to the teaching sites, but if teaching sites students are at Jackson Library (typically around graduation time), they may check out books and have them returned by mail, pending approval by the site director.

### Reference Collection

The term Reference includes encyclopedias, dictionaries, indexes, bibliographies, concordances, commentaries, or other books that contain brief articles, and that cover a broad scope of knowledge in one book or in a set of books. The Reference section at Jackson Library is located just after the main entrance, behind the display shelf and glass etching. Reference items are designated as such by their call number on the spine and 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 on the back side of the front display shelf, inside the Reference section. These are the most current edition of the respective journals.
3. Past journals and older periodicals are located upstairs in the CBC Senior Pastor’s Office area. These older issues are organized with the most recent publications to the right of their respective storage boxes.
4. Several online journal databases are available either locally or remotely to students. Access is immediate within the physical library, but does require a student login and password off-site (using the ezProxy feature).

### Reserve Collection

Materials identified in a course syllabus as “required” or “recommended” for a class during the current semester are located on the Faculty Reserve Shelf. This shelf is the upper left side of the journal shelf; i.e., closest 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. Faculty may also place personal resources on the Reserve Shelf for their students’ use. Many of these titles are also available for regular circulation. Reserve materials have a special book wrap on their front covers. These items are for in-house use only and may not be checked out by anyone at any time.

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 of required textbooks for regular circulation.

## **Interlibrary Loans**

Shepherds Theological Seminary Library has established subscriptions to OCLC, WorldCat, and ILLiad interlibrary loan services. Students may fill out an ILL Request form, or contact the Librarian directly to initiate loans from these resources. OCLC has connections to hundreds of libraries United States. WorldCat is an online bibliographic database that can be searched free from any computer terminal. Materials obtained through the interlibrary loan system usually require one week for arrival after their request. Depending on the library fulfilling the ILL request, due dates vary from around two weeks to two months.

## **Digital and Reproduction Equipment**

Jackson Library has computer, digital, and analog equipment to view and research non-print media. These include:

- Three computers located at the study carrels within in the library. These are equipped with software compatible to Microsoft Office. A short Instruction Guide is provided.
- Bibleworks is available on one terminal and the Journal of Biblical Counseling is installed on two separate terminals.
- A TV/DVD/VHS viewer is located in the media room.

## **Digital Databases and Bibliographic Subscriptions**

Jackson Library subscribes to the Theological Journal Library from Galaxie Software. Students also have access to the ATLA Religion database with selected full-text articles, hosted by EBSCO. This powerful search engine can find books, reviews, journal articles, and 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. Both Galaxie and ATLA are accessible remotely to all staff and students through ezProxy, provided by OCLC (see the link page and Populi's main page).

The early version of the Journal of Biblical Counseling is available on two computer terminals within the library. This database is not available remotely. For Greek, Hebrew, and some helpful reference works, Bibleworks 10 is available within the library only, and on a single designated computer. Additional primary sources, such as the Jewish Talmud, are also installed on terminals and digitally searchable.

## **Consortia Resources**

Shepherds Theological Seminary is a member of the Carolinas Theological Library Consortium (CTLC). This is a regional consortium of the American Theological Libraries Association (ATLA), and sponsored by the Association of Theological Seminaries (ATS).

Membership in CTLC enables STS students and faculty to use member libraries with all check-out privileges afforded to students. Internet links to CTLC, and to each of the member schools, are located on the links tab of the Jackson Library OPAC site (<http://weblibrary.shepherdsseminary.org/opac/shepherds/>). These links provide information regarding each member's location, open hours, and holdings. Students are encouraged to make use of member libraries. STS students should have their STS student ID cards with them, and may have to establish a patron account before checking items out. Many CTLC member libraries have extensive online search engines which can be freely accessed by STS students who travel to that physical site and utilize the computers there.

#### Members of the Carolinas Theological Library Consortium

Columbia International University (CIU)  
Gordon-Conwell Theological Seminary (G-CTS) in Charlotte  
Hood Theological Seminary (HTS) in Salisbury  
JAARS Center for Linguistics (JAARS) in Waxhaw  
Laurel University (formerly John Wesley College) (LU) in High Point  
New Life Theological Seminary (NLTS) in Charlotte  
Piedmont Baptist College and Graduate School (PBCGS) in Winston Salem  
Reformed Theological Seminary (RTS) in Charlotte  
Shepherds Theological Seminary (STS) in Cary  
Southeastern Baptist Theological Seminary (SEBTS) in Wake Forest  
Southern Evangelical Seminary (SES) in Matthews, near Charlotte  
Union Presbyterian Seminary (with Queens University) (UPS) in Charlotte

#### **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, and 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

Following are the current procedures and practices for use of the various components of the Jackson Library System at Cary. These procedures, methods, and systems may change from time-to-time in an effort to improve services to students and faculty.

**General Circulation:** General circulation materials can be checked out with a student, faculty, patron, or visiting scholar ID code. This code is issued by the library, not by the seminary offices. A self-checkout terminal is available by the library entrance with instructions. Self-checkout does not require this code as patrons look up their last name and select from a list. Library staff can also assist with checkout.

**Loan Times:** ILL Loan times vary depending on the loaning school.

## Circulation Rules

	<u>Seminary Student</u>	<u>Seminary Faculty</u>	<u>General Patron</u>
<b>General materials</b>	30 days	60 days	14 days
<b>Renewals</b>	1	N/A	N/A
<b>Reference</b>	N/A	N/A	N/A
<b>Faculty Reserve</b>	N/A	N/A	N/A
<b>Max Qty Out</b>	20	40	3

### NOTES:

1. Items may not be re-checkout for at least one (1) week after returning the same item.
2. Late notices are e-mailed periodically; fines are waived for moderately late items.
3. Items overdue by 2 months will be billed to the student's account for the cost of replacing the items and the student's library patron account will be suspended for a probationary period of one (1) full semester.
4. Guests other than CTLC students may not check out books at this time.

**Book Return:** Books may be returned to the return box outside the library entrance, dropped off personally to the library staff, or placed inside the library on the "return" stool. Please do not return items to the shelves.

**Reference and Reserve:** Materials designated as Faculty Reserve (wrapper over front cover) may not be checked out by anyone during the designated semester. Reference materials, also, may not be checked out by any patron, and must remain in the Jackson Library for general use.

**Orientation:** The Librarian offers special orientation sessions, typically at the beginning of the fall semester. These sessions are part of new student orientation. Topics covered are basic library use, the Dewey Decimal System, self-checkout, online databases, and general research strategies. Students are also encouraged to seek individual assistance from the Librarian.

**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. A link to the OPAC is found on the main STS webpage.

**On-line Journal Subscriptions:** Jackson Library provides access to the Galaxie Theological Journals Library which includes ~30 evangelical journals with issues going back as far as the 1920's. These journals are full text versions that are available for copying and downloading from within the physical library. Jackson Library also provides access to the ATLA Religion database hosted through EBSCO. This powerful search engine scans journal articles, book reviews, and essays within edited books. Of the 1,700+ journals with bibliographic entries, 550 are available in full text. See the Librarian for personalized help with using this database.

Both databases are immediately accessible from within the library, with no login needed. They are also available remotely to STS faculty and to currently enrolled students using the ezProxy feature on the OPAC links page. Note – The remote access ends upon graduation.

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

**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 purchase value, or gifting a new physical copy. Please see the Librarian for a judgment on the cost.

**Un-Returned Overdue Items:** Materials that are overdue by 2 months or longer will be charged to the student's account for the cost of their replacement, and the student's checkout privileges will be suspended for a full semester following. Failure to pay the student charge will lead to suspended registration and/or graduation. Unreturned items by non-students will lead to a loss of future library access and privileges.

## **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. Do not open the entrance door for non-students. Either allow staff to handle the inquiry or tell the individual to call for an appointment. The Jackson Library is not open to the Colonial Church members or to non-students without a prior appointment. 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 in the library, but patrons will assume responsibility for any damage caused by such items. Colonial Baptist Church 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 items overnight.

**Copies and Printing:** Photocopies can be made using the copy machine located opposite the Circulation Desk. A printer is also provided that is the default for all the computers in the library. The cost is \$0.10 per copy/page. Payment is by the honor system and deposited in the fee jar on the printer. Please keep a count of your copies and pay accordingly. Small bills or change is preferred. Please observe copyright practices and fair use limits on photocopying materials.

**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 may not be used for group study or personal/private meetings.

**Private Study Room:** A table with two chairs is provided in the media room at the back of the library for private study. This room also serves for library storage. Groups larger than three persons will need to find suitable facilities outside the library, and in accordance with CBC room-reservation policies. Reservations for the Jackson Library study room are not necessary, but occasionally the room may be reserved at select times. Use of the room is otherwise on a first-come-first-served basis.

**Study Carrels:** There are seven study carrels available: one is in the Reference area and the others are along the windows by the circulation stacks. Three 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. One computer is equipped with Bibleworks software for in-depth language research. Student log-on information as well as a Help Sheet for general use of digital materials is provided at the computers. A student log-on username and password are given on the Help Sheet. 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.*

## **Relationships with Other Libraries**

**Consortia:** Jackson Library is a member of the Carolinas Theological Library Consortium (CTLC). Membership provides STS students with reading and lending privileges at no extra cost. STS students must present their STS ID cards to the front desk and arrangements will be made.

**Local Area Library Access:** Students have reading access to all seminaries, colleges and universities in the Triangle area. For a variety of fees, most university libraries will allow lending privileges equivalent to the students enrolled at that university.

**Interlibrary Loans:** Jackson Library only provides ILL for Cary campus staff and students.

## **Requests to Add Books, Journals, and Other Materials**

The Jackson Library welcomes suggestions and requests for desired research materials. Contact the Librarian directly to recommend additions to the holdings. The rate at which these recommended purchases can be made is controlled by available funds. Very often, an ILL request will be considered for purchased and added to the library's holdings.

## **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* – copies are located in the library reading area.

### **Security**

Students should park in the lighted parking area adjacent to the Administrative Center and the Student Center, parallel to Walnut Street. This entrance gives access through the lighted courtyard between these two buildings leading to the student access door.

Students may bring family and friends into the library, but are personally responsible for those guests. Students should not open the library to individuals without electronic key cards (including Sunday mornings). Students should never allow a non-student to remove a book from the library. Colonial Church members have been provided a library of their own and are instructed to make use of that library so the seminary library can be devoted to STS students and staff. To maintain the safety and security of students and their personal belongings, the library doors are never to be propped open by anyone other than the Librarian. It is a good practice to tell an acquaintance when you are studying in the library during evenings or weekends. Jackson Library does not provide librarian services or support on weekends or evenings, and Colonial Baptist Church does not provide security for the library outside of regular administrative hours.

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.

### **Emergency Alert**

In case of an obvious emergency, such as fire or break-in, call in this order:

Emergency Response	911
CBC Security	369-8948
STS Librarian (cell)	271-6128

# LIBRARY MANAGEMENT

## Library Organization

The Director of Library Services (or the Librarian) is a full-time, professional librarian qualified with a Masters of Library Science (MLS) degree, or is currently in the process of obtaining such a degree. The Librarian reports to the VP of Academic Affairs and to the Dean. The library is intermittently staffed by part-time volunteers. The current staffing organization consists of the Librarian, a designated lead volunteer, and several general volunteers. Should the opportunity exist, student workers may be sought out to replace the volunteers. As the Jackson library grows, the general tasks of the volunteers may be divided into particular tasks or duties with delegated and specific job descriptions. The following represents a possible future division of labor.

1. **Director of Library Services:** Provides academic and administrative leadership, expertise, and vision for Shepherds Theological Seminary Libraries in order to meet current and future needs of students and faculty. Collaborates with faculty, students, other libraries, and vendors regarding collection development and library services. Responsible for acquisitions and purchases of books and supplies.
2. **Assistant Librarian:** Assists the Director with acquisitions and general purchases, as well as other administrative and cataloging duties. Develops special events for donors and sorts donations for possible cataloging. Ensures records of donations are maintained and letters of donor recognition are issued. Assists with staff meetings.
3. **Cataloging Librarian:** Oversees the classification, cataloging, indexing, and storage of general books and reference materials. Maintains a consistent Dewey classification and organization. Performs re-classification and labeling of current holdings.
4. **Circulation Librarian:** Maintains circulation rules and policies, including reserves and reference materials. Provides assistance to students and faculty in the use of the self-checkout terminal. Oversees the operations of the Circulation Desk, including volunteer assistants. Sends out due-soon or overdue notices to students.
5. **Circulation Desk Assistant:** Provides basic assistance to students and faculty in the use of the library resources and circulation of materials.
6. **Periodicals Librarian:** Works with the acquisition, collection development, organization, preservation, and storage of periodicals. Gives orientation and assistance on using online journal databases.
7. **Reference and Special Collections Librarian:** Ensures consistent and secure access to special collections through the creation of key policies and procedures. Assists in the creation of digital or electronic resources beyond traditional printed materials.
8. **Interlibrary Loans Librarian:** Manages Interlibrary Loan services, including computer database search and retrieval, obtaining materials, and tracking the distribution and return of all ILL materials.
9. **Library Curator:** Responsible for planning and supervising STS educational exhibits, displays, and publicity activities.
10. **Media and Technology Assistant:** Responsible for all computers and electronic materials; updates to software, and problem-solving of any IT issues.

## **Student-Faculty-Library Relationships**

Students and faculty are welcomed to present input, suggestions, and requests to the Librarian at any time. As needed, the student council may meet with the Librarian to discuss student needs, concerns, and suggestions. The faculty of STS is also encouraged to offer input at any time. An annual student survey is administered to evaluate student perceptions of the library and services. The library conducts a student survey periodically to assess library services.

## **Jackson Library Staff Training**

New staff members or volunteers are trained by the Librarian for both general and specific duties. Communication is maintained with the volunteer staff through direct interaction with the Librarian, or periodic e-mail updates of news concerning the library. All changes to policies or procedures will be communicated personally and directly by the Librarian, as well as any special updates on the overall functioning of the library.

When deemed necessary, a stall meeting will be conducted by the Librarian as a formal channel of communication among the library staff and volunteers. In the event of such meetings, the librarian assistant documents an agenda, makes pre-meeting contacts and notices, and records minutes of the meeting. Content of these meetings will vary according to the occasion.

## **Library Committee**

Communication between the Librarian, students, and other faculty members is open and continual. Immediate concerns can be voiced at bi-weekly faculty meetings during the fall and spring semesters. However, *ad hoc* library committee meetings may be necessary on occasion. Concerns over acquisitions, policies, or any other library matter do not require an official committee meeting. Lists of new acquisitions are e-mailed directly to the faculty and staff on a monthly basis. Yearly statistics (student use, total acquisitions and removals, circulation trends, etc.) are compiled at the beginning of July and presented to the faculty at the August staff retreat.

## **Procedures for Development of STS Policies**

Policies and Procedures of Shepherds Theological Seminary are reviewed on a regular basis, typically every 3-5 years and usually by the administrator most responsible for ensuring compliance. However new or modified policies may be advanced by stakeholders most interested in a change, but must undergo the policy development practice as described in A-1 Policy and Procedures Development in the STS Policies Manual and includes Faculty review and approval as well as Board review and approval. The need for policy changes may arise from external social, government, or business factors, or from internal strategic, program, or operational factors. Some changes may be required simply to ensure consistency across academic and non-academic policies and practices.



## **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. 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 ft<sup>2</sup> to over 2,100 ft<sup>2</sup> 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 Colonial Baptist 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 Dewey Decimal System. Five 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 Carolina Theological Libraries Consortium of 12 schools and seminaries in North Carolina stretching along I85 from Wake Forest to Charlotte and along I40 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.