

# HOUSE RULES

PUBLIC SERVICES POLICIES AND REGULATIONS

DALLAS THEOLOGICAL SEMINARY LIBRARIES

*House Rules* (this document) details policies and regulations that apply to all DTS libraries, but it was written specifically for the Dallas campus. See <http://library.dts.edu/rules-houston> and <http://library.dts.edu/rules-dc> for supplemental rules and exceptions that apply to the Houston and Washington DC campuses. Various library brochures and pages on the library website mention services, policies and regulations. In the event of a conflict between *House Rules* and those sources, *House Rules* takes precedence. This document is reviewed approximately once each year and may not reflect recent policy changes (which are documented with memos). Ask library staff for additional information if needed.

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## **Visitors (rev 1/2017)**

Dallas Theological Seminary is a private institution. The libraries welcome visitors from the general public, particularly those who are seriously studying theology and related topics. Visitors must sign the logbook at the circulation desk every time they visit. Visitors are granted access to the campus by permission only, and library staff may ask visitors to leave if they are in violation of policies.

## **General Conduct (rev 1/2017)**

Criminal behavior, harassment of library users, abusive treatment of staff, and other serious impropriety will be reported to the library director and to campus police as needed.

Smoking is not permitted on seminary property. Alcohol is not permitted on seminary property. Controlled substances (drugs) are not permitted on seminary property without a prescription.

Panhandling and soliciting are not permitted. Campus police can direct homeless visitors to nearby ministries which provide shelter, food, and understanding individual help.

Library facilities and equipment must not be used to operate a business or perform other activities in a manner inconsistent with the Seminary's not-for-profit tax status.

All library users are required to share library materials, equipment, facilities and resources. Users may not hide or hoard materials, monopolize equipment or facilities, or unreasonably hinder others from using resources.

## **Personal Identification**

Library staff may require anyone in the building to show valid personal photo identification papers such as a driver's license or DTS ID. Library staff should identify themselves as library staff before requesting identifying information from users.

## **Confidentiality and Privacy (rev 5/2008)**

The library records some information about the use of its resources. This allows tabulation of valuable management statistics such as how frequently each resource is used. This sometimes includes information about who has borrowed or used a particular resource. Such personal information is treated as confidential. Except as required by the law or seminary administration, the Library does not reveal to library users, to seminary staff, to faculty, or to off-campus persons, what another person has borrowed or used. Of course library staff must have access to borrowing records to

perform their jobs, and the library keeps an indefinite record of some information such as lost and missing items, unpaid bills, and other information necessary to library operation.

Staff and library users are expected to honor normal privacy concerns, but library users should realize most library transactions take place in open view of the public. This includes circulation transactions, email and word processing composition, printing and copying, database searching, etc. There can be no guarantee of absolute privacy.

Privacy is no shield for impropriety. Staff who discover patrons violating seminary policy (e.g., viewing pornographic materials on the Internet or violating copyright laws) will report the incident to library administration. Complaints from library users will also be investigated and reported. Seminary carrels, computers, and other seminary property are subject to search. See separate section on carrels and lockers.

## **Eligibility for Privileges**

### **Access and Reading Privileges (rev 1/2003)**

The library book stacks, periodical stacks, reference collection, and reading areas are open to the general public. This includes the privilege of reading materials in the building.

### **Borrowing Privileges (rev 1/2017)**

The following groups of people are eligible to borrow library materials.

- Current DTS board members
- Current DTS faculty (full time and part time, campus and extension)
- Current DTS students (full time and part time, campus, extension, online; see detail below)
- Current DTS staff (full time and part time)
- Spouses of current DTS faculty, students and full-time staff
- Retired DTS staff who live in the DFW area. (That's retired staff, not former staff.)
- Currently active participants in the DTS volunteer program, as certified by Human Resources
- Current DTS Lay Institute students

Visitors who present a valid current Tex-Share card and independent personal photo identification such as a driver's license may apply for borrowing privileges at the Dallas campus. Approval is not automatic.

Visitors who cannot obtain a TexShare card may apply for borrowing privileges at the Dallas campus if they live in the DFW area. This includes DTS grads and former

students. Approval is not automatic. There is an annual fee for borrowing privileges granted this way. DTS grads receive a very substantial discount.

Visiting scholars may apply for limited privileges at the discretion of the library director.

Children under 18 are not permitted to register themselves, or to use parental accounts. See below on Shared Accounts and Transfer of Privileges.

### **Additional Detail about Borrowing Privileges for DTS Students (rev 10/2005)**

The general rule for DTS students is this: any student who pays any tuition or academic fee in the current semester is eligible for full library privileges in the current semester.

Examples of the general rule for DTS students/faculty

- Doctoral students studying for comprehensive exams or language exams, or working on dissertations or Bible analysis papers must pay a continuation or general fee and are therefore eligible for borrowing privileges even though they are taking no courses and may be paying no tuition for the current semester.
- Students who are only taking independent study or field education or auditing courses are eligible in any semester they pay academic fees or tuition.
- Prospective students who have been admitted for an upcoming semester and have paid an application fee but have not paid tuition or academic fees for classes in the current semester are not current students and are not eligible for borrowing privileges. But see exception below.
- Students on official leave of absence who have paid a fee for the current semester (such as a continuation fee or general use fee) are eligible for library privileges.

Examples of exceptions to the general rule for DTS students/faculty:

- Prospective (future) students (people who have been admitted and have registered but who have not yet started classes for their first semester) are extended full student privileges two weeks before classes begin so they can work ahead on assignments.
- Spring students who expect to return the next fall are routinely granted continuing eligibility during the intervening summer even though they pay nothing during the summer. This is meant to help students working on summer internships, theses, etc.
- Individuals in mid-program who are not registered for the current semester (e.g. on leave of absence) but are “working ahead” to meet requirements of any future course may request temporary student status; approval is not automatic.
- DMin students have two special six month semesters: Winterterm = Oct 15-April 14, and Summer1 = April 15-Oct14. They attend class on campus in the middle of those semesters and are eligible for library privileges for the semester they are taking courses.

- Personnel recruited as adjunct faculty who are not on the payroll for the current semester but who are preparing for a course they have been asked to teach in the coming semester are entitled to full faculty privileges on verification from the Academic Dean's office.

### **Other Privileges and Services (rev 10/2014)**

The library provides a wide range of services to its primary clientele (faculty, students and staff of DTS). Secondary users such as guests and courtesy card users are generally not eligible for special services such as use of the course reserve collection, interlibrary loan, placing holds, or use of the media production center. They may use only a portion of library databases and electronic resources. See appropriate sections of this manual for details about eligibility for specific services. See <http://library.dts.edu/Pages/TL/Serv/> for brief descriptions of both basic and special services.

### **Registration for Library Privileges (rev 10/2/2017)**

Registration is a formal procedure whereby eligibility for privileges is established, library records are created/updated, and a library card is issued.

Each library user must have a current valid record in the library user database in order to borrow materials or to obtain certain library services. There are NO exceptions. Information about all DTS faculty, students, and full time staff is downloaded from Registrar and Human Resources records periodically, but individual registration is sometimes necessary (e.g., students who begin late; part-time staff who are not students). Registered users should report a change in name, mailing address (including campus address), email address, phone number or user status (such as withdrawal) to the library. Users other than DTS faculty, students, and full time staff must register in person with photo ID.

During registration, community users must provide valid current photo ID (such as a current driver's license) and proof of current address and either phone or email. We use email and phone to communicate with library users, so every registered user must have a phone number or email address.

### **Proxies, Shared Accounts, and Transfer of Privileges (rev 1/2017)**

Library privileges are not transferable except as noted below. This means users must not loan their library cards to friends! However, in some cases (listed below) a registered library user may be permitted to appoint a proxy or surrogate to borrow materials for the registered user. In such cases, **the registered user is liable for overdues and lost materials**. Authorization for the proxy must be communicated in

person to library staff before privileges are extended to the proxy. Authorization is for a limited time.

- Currently registered users with physical disabilities may authorize proxies.
- Current DTS students may authorize proxies.
- Current DTS faculty may authorize proxies. Typically they are teaching assistants, interns, or administrative assistants.
- Spouses of current DTS faculty, students and staff are automatically authorized as proxies. Registered users may opt out by notifying the library that the spouse is not authorized as a proxy.
- Courtesy card users, including TexShare users, cannot authorize proxies.
- Minor children cannot be authorized as proxies.

### **Abuse of Multiple Accounts (rev 1/2017)**

Individuals should not use multiple accounts or proxy designation to bypass limits on number of items that can be borrowed by them, or to otherwise subvert library limits and restrictions.

### **Use of Borrower's Card (rev 10/2005)**

A library card is issued to all approved users. For current faculty, students and staff, the seminary ID serves as the library card. The person named on the card is responsible for all library transactions made with the card. The loss or theft of a card must be reported to the library. Users will be held accountable for transactions on their card until such notification is received. This includes stolen cards. Registered users should present their cards when borrowing materials, but other proof of identity (such as a driver's license or other photo ID) may be accepted for properly registered users. To protect our patrons and the library against theft and misuse of cards, library staff may confiscate a card if it is presented by anyone other than the person to whom it was issued or a duly authorized proxy/surrogate.

## **Borrowing**

Circulation rules are designed to promote prompt and equitable access to library materials through sharing.

### **General Borrowing Instructions**

The library allows registered users in good standing to borrow materials. Loans must be properly recorded against the borrower's account before materials can be removed from the building. Borrowed items must be returned on or before closing time of the date due. Course reserve materials should be returned directly to circulation staff for immediate discharge to avoid overdue fines. Regular books and other sturdy items may



be returned after hours in the overnight book drop. Fragile items should not be returned via the book drop.

### **Loan Periods and Date Due (rev 10/2014)**

Loan periods vary with user classification (faculty, student, etc.) and item type (book, video, etc.) For example extension/distance students are allowed to borrow books for a longer period than resident campus students (to compensate for mail delivery delay). The complete table of circulation privileges is maintained in a computer database and is too large to include here. Inquire at library service desk for details. Items returned after the library has closed (e.g., items deposited in the book drop) are credited as returned the next day the library is open.

### **Notification of Date Due (rev 8/2005)**

A due date is noted on library records when an item is loaned or renewed. For the user's convenience, the library also issues a date due slip with every initial loan. It is possible but extremely unlikely that the date due slip or the library loan record will have the wrong due date. Library loan policy determines the true due date. Borrowers should notify the library if they believe a date due slip or library loan record is in error so the library can confirm the true date due. The library will notify a borrower if it discovers such an error. Borrowers are not penalized for such library errors, but borrowers are fully accountable once they have been informed of a true date due.

As a courtesy, the library emails a reminder to borrowers a couple of days before their loans become due. The library is not obligated to remind borrowers before an item comes due, and failure to receive a notice does not absolve borrowers of responsibility for returning items on time.

### **Loan Limits**

The library limits the maximum number of items any borrower may have on loan at one time. This depends on type of user and type of item. For example, faculty may have up to 100 books at one time, but guests (courtesy card users) may have only five at once. The complete official table of rules is kept in a computer database.

### **Overdue Notices**

Borrowed materials must be returned on time. Overdue notices are sent by the library as a courtesy; the library is not obligated to send overdue notices, and failure to receive an overdue notice does not excuse or mitigate delinquent return. The library uses the most economical and practical means of notification; that is usually email or campus mail. See also the section on recall notices.

## Renewal of Borrowed Items (rev 2/2008)

All materials borrowed from the library should be returned by the date due. An item may be renewed if ALL of the following are true.

- Borrower privileges have not expired.
- Borrower record is not marked as seriously delinquent (i.e., blocked or barred).
- The item in question has not been recalled by the library.
- No other library user has placed a hold on the item.
- The item in question has not already been renewed the maximum number of times. The number of times one may renew an item depends on user classification and on item type. The complete table of renewal privileges is large and is maintained in a computer database. Here is an unofficial summary.

*Sample Maximum Renewals Permitted*

Item type	faculty	student	extension student	staff	most guest users
ordinary books	one	two	one	two	one
reserve books	none	none	none	none	not circulate
most AV materials	two	two	one	two	one

Borrowers in good standing who wish to renew eligible items should do so themselves by using the My Account menu option in *WorldCat*. This can be done in the library building and over the Internet. Staff will instruct any borrower who has difficulty with the self-renewal process. Of course self-renewal is not always possible or practical.<sup>1</sup> Borrowers who cannot renew themselves may request renewal in person or via fax, email or postal mail; phone requests are considered unreliable and should be used only when there is no other option.

When items are renewed, new due dates are calculated from the date renewed, not from the original date due. When items are renewed, the borrower is responsible for taking note of the new date due.

## Borrowing from the Reserve Collection (rev 1/2017)

Items are placed on academic course reserve by the library at the request of instructors so students can complete specific required assignments. Only faculty and students may borrow reserve materials. Items in the reserve collection have short loan periods and

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<sup>1</sup> For example, borrowers who are seriously delinquent may require staff assistance to clear their records before renewal is possible. Physically impaired borrowers may need special assistance. Borrowers who are unable to come to campus (e.g., because they are in the hospital or out of town) and have no Internet connection may need special assistance.

high fine rates. High-use reserve items are usually loaned for two hours during the day or overnight. They may be taken overnight no earlier than two hours before we close. Some reserve items are loaned longer periods. Reserve items taken overnight or longer are due at 9:00am of the date due.

## **Problematic Returns**

### *Claims Returned*

If library records say an item is still on loan, but the borrower believes he has already properly returned the item, then he should notify the library by submitting a Claims Returned Search Request form. The library will conduct a very thorough search for the missing item. The borrower's privileges may be affected during the search period.

### *Claims Never Borrowed*

If library records say an item is on loan, but the borrower believes he never borrowed the item in the first place, then he should inform circulation staff. Computer logs and other records can be analyzed to trace events.

### *Lost/Never Returned (rev 10/2005)*

The library assesses a fine for lost/unreturned items, consisting of estimated replacement cost plus processing fee. Long overdue items will be declared lost after multiple overdue notices. If a lost item is returned in good condition, then the library will issue a partial refund or reduce the lost bill as appropriate. Fines for unreturned library materials are intended to help the library replace such materials and make them available for future use. Payment made by a borrower under these circumstances in no way implies transfer of ownership of library property. Lost and unreturned items remain the property of the library.

## **Recall notices**

The library has the right to recall any loaned item at any time. Borrowers must return recalled items within three days of notification. The library always attempts to verify the borrower has received notification and is fully aware of the recall deadline. Typically this verification is via a phone call. The library may assess special recall fines and suspend borrowing privileges if the recalled items are not returned promptly. Borrowers who are out-of-town or out-of-the-country are not exempted.

The library rarely recalls items and makes great efforts to find alternatives before recalling an item. The most common reason for recalling a book is to place it on course reserve for the use of an entire class. This may also happen if the DTS book center is unable to obtain required textbooks.

## **Fines and Fees (rev 10/2014)**

All bills, fines and fees must be paid. Examples of fines and fees are as follows. Inquire at library and media service desks concerning details.

- guest/courtesy-card registration (which authorizes library borrowing privileges but not use of the media production center).
- overdue, damaged and unreturned materials. Library overdue fines are assessed only days the library is open (in other words, no fine for holidays) but reserve and recall fines are assessed all days and hours until the item is returned (in other words, fines accrue even on holidays). Extremely overdue items are presumed lost. The lost item fee is computed based on the estimated cost to replace an item plus a processing fee.
- equipment rental. Inquire at the library service desk about locker fees and doctoral reserved carrel fees. Inquire at the media production center service desk concerning rates for rental equipment.
- sale of materials in media production center
- photocopying, printing. Note there is no charge for scanning. Be sure to limit copying and scanning to what is allowed by copyright law.

## **ILL and TexShare Privileges**

Only properly registered DTS faculty, students, and staff are eligible to borrow through Interlibrary Loan or to receive a TexShare card. Other users are not eligible for these services/privileges. Cards expire in accord with TexShare consortium policy.

## **Internet Access; Wired and Wireless Network (rev 7/2015)**

Internet access is a shared resource. The Library may impose restrictions on use of equipment and network bandwidth. Internet sites are filtered for all seminary network access, wired or wireless. Whenever you connect to any network, wireless or wired, public or private, you are exposed to risks. Exchange confidential information over the network only with trusted parties and only when you use strong encryption for the specific transaction. We provide no guarantees of security and recommend you exercise reasonable caution.

## **Public Computer Workstations (rev 1/2017)**

All library users and general visitors may use the public computer workstations on the 1<sup>st</sup> floor of the Turpin building to search the library catalog and research databases.

These computers are designated for theological research purposes but they may be used briefly for email or personal purposes. They are not equipped for word processing. Do not use them for entertainment. The Library reserves the right to limit each person's use of these machines to a maximum of 30 minutes per day. Visitors, courtesy card users, TexShare users, etc. may not use computers in the Mosher media center.

### **Media Production Center (rev 10/2014)**

DTS faculty, students, staff, and their spouses may use the media production center (AV lab, computer lab). DTS grads may use some of the facilities a limited number of times per year but only when students are not waiting for access. Ask staff about the details. Visitors, courtesy card users, TexShare users, etc. may not use the facilities. Minor children may not use the facilities.

Most equipment is available only on a first-come, first-served basis. Some equipment can be reserved. We may limit each person to two hours per day when facilities are full. Please do not use the facilities for protracted recreational activities.

This is a shared facility so we cannot guarantee privacy or confidentiality. Equipment is in the open. Others may see what you are viewing. Anyone using media center computers can access information stored on those computers, including browser history and saved files. Staff can observe all computer screens remotely. Printers are shared; we are not responsible for prints viewed or taken by others. We recommend you do not use the facility for private or confidential transactions. If you must use it for seminary business such as registration or test-taking, remember to log out and close the browser when you are finished.

We follow reasonable security precautions, but there is still the possibility of malicious software infecting your files or equipment, including your flash drives or external hard drives.

We do not guarantee that saved files will be available after you complete a session. Files are regularly deleted from computers by staff and students. Whenever you complete a work session, save your personal files on something other than DTS equipment (such as a personal flash drive or a personal internet storage account). Care is taken in maintaining equipment, but occasionally things break. We are not responsible for data lost due to equipment failure.

Well qualified staff are available and eager to help you use the facilities. But staff will not do your assignment for you; they usually cannot spend hours helping one person; and they don't know everything.

The facilities are adequate to complete typical assignments, but may not be suitable for extremely demanding or complex projects. We may not have the software you want to

use (e.g., not all Logos and Accordance modules are available). Before you begin a project, determine your needs and how you will meet those needs.

A description of services and facilities is available here: <http://library.dts.edu/media>.

### **Use of Licensed Electronic Resources (rev 7/2015)**

Eligibility to use electronic/digital resources such as databases, online journals, and ebooks is governed by law, by contract (licenses/contracts issued by the resource owner), and by library policy. Most licenses distinguish between people on campus and people off campus. Most license agreements allow anyone on campus, including visitors, to use resources on campus, but allow only current faculty, students and staff of DTS to use the resources when they are off-campus. Some licenses permit only a limited number of simultaneous users. For all these reasons, off-campus access to online resources requires login with a personal ID and password.

### **Hold Notification and Advanced Booking**

Faculty, students and staff may ask to be notified when unavailable items (e.g., items currently on loan, at the bindery, etc.) become available. This is called placing a hold. Once a hold has been placed, the current borrower will not be able to renew the loan. Depending on how long the borrower has already had the item, the library may also notify the borrower that another person would like to use the item. However, the borrower is free to keep the item until the due date. When the item is returned, the person who placed the hold will be notified, and the item will be kept up to one week at the circulation desk. Holds may not be placed for items in some special collections such as academic course reserve.

The media production center allows DTS faculty, students and staff to schedule the use of some equipment for their exclusive use at a particular date or time in the future. This is called advanced booking. The library does not allow advanced booking for books or AV media resources.

### **Search for Missing/NOS Items**

Library staff will help registered library users search for missing items. By missing we mean the item is supposed to be on the shelf, available for use, but it is not there. Once the missing item has been reported to staff, they will verify the item is not on loan, at bindery, etc. Staff will search the entire building many times for the missing item. If the item is not found within 90 days, a replacement may be purchased. It is possible to place a hold on a missing book in order to be notified when the item is found.

## **Bulletin Board Messages and Other Posted Messages**

Library staff must approve all materials posted anywhere in the library. The inclusion of any notice does not constitute an endorsement of any product, item or service. All materials posted on the bulletin boards must have the posting date stamped on them by library staff. Business cards may remain up for six months and other notices for one month before they are removed by library staff. Users may remove their own notices, but not the notices of others. The library reserves the right to clear the boards at any time.

## **Group Study Rooms and Conference Rooms**

Group Study rooms are available for the use of current students for group projects and may not be used by solitary individuals. These rooms are available on a first-come first-served basis only and must be renewed or relinquished after two hours. Conference rooms are available only for faculty, students and staff, and must be reserved through the campus Activities and Services dept.

## **Carrels, Lockers and Unsecured Storage Bins**

Faculty, doctoral students and disabled students may apply for carrels for their exclusive use on a semester or annual basis. 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 reshelving trucks or to the main circulation desk before the end of each day. The library has keys to all carrels and reserves the right to periodically open and inspect the carrels for contraband and library materials not properly borrowed. There is a small fee, part of which is refundable when the key is returned. An application with information about additional regulations is available at the circulation desk.

The library has a limited number of lockers which are annually issued to current students as available. There is a small fee, part of which is refundable when the lock is returned. Carrel rules and procedures generally apply to lockers as appropriate.

Unsecured storage bins are located in the 1<sup>st</sup> floor stair well. The library is not responsible for theft or property damage and offers no guarantees of property safety for items left in this unsecured storage area. Private property should not be left in the bins overnight.

## **Lost and Abandoned Items (rev 5/2008)**

Lost and abandoned items are kept by the library for several weeks, then forwarded to Luke's closet or discarded. If an owner is identifiable, the library will attempt to contact the owner. Especially valuable or important items are kept at the circulation desk. Other items may be left at the lost and found table in the Turpin stairwell. Food left overnight in the storage bins or elsewhere will be discarded the next morning.

Lockers and reserved carrels should be cleared of all personal property before use privilege expires; property abandoned in lockers and carrels will be forwarded to the lost and found.

## **Minor Children (rev 6/2014)**

Parents/guardians are responsible for the safety and conduct of their minor children, including any property damage caused by their children. Parents must not use the library as a day-care facility. Children under 12 must be attended by a responsible adult; they must not be allowed to roam free throughout the building. Children must comply with library regulations, particularly regulations about noise and proper care of materials and equipment. Children are not normally permitted to register for borrowing or other privileges, but negotiated privileges are sometimes possible. Properly behaving unattended children age 12 and over are normally allowed to use library resources in the building as long as no seminarians need the resources. We do maintain a small collection of books and AV items for juveniles in a designated section of the library. Again, parents must not use the library as a day-care facility. See separate paragraph on who may use media production center and AV production lab. The seminary filters Internet access in limited ways, but parents who are using wired or wireless network access should not assume Internet access is safe for children. Parents should not assume books and other resources in the library collection are suitable for minor children.

## **Safety, Security and Emergencies**

Library staff will summon campus police or city police as required when personal safety or property are endangered. Users should notify staff about all security threats and problems. Library users should take normal precautions to assure personal safety and security. For example, parents must watch children at all times. Users would be wise to secure all unattended personal property. The library does not guarantee safety of items left in carrels, lockers, on tables, or elsewhere.

The library uses security systems to protect collections. Items not properly borrowed will trigger an alarm when leaving the library building.

All users should promptly clear the building if an emergency warning (such as a fire alarm) is sounded.



## **Noise (rev 6/2014)**

Library users should recognize that noise can disturb those who are studying. Library users should also recognize group study and collaboration have an important role in education, and this collaboration requires conversation. For this reason, the library distinguishes special Silent Zones from normal collaborative study areas. Users should not talk in designated silent zones, but may talk softly in other parts of the library to conduct library business, including group study. Users should set phones to “vibrate” and should only use cell phones in the stairwells. Conversation is permitted on the patio and in group study rooms.

## **Food and Beverages (rev 5/2008)**

Library users who wish to eat or drink are encouraged to go to the café in the MMC building across the street from the library. Students may use refrigerators, microwave ovens, and snack machines in WSC.

Drinking of beverages is permitted in the library only if the liquid is in a closed container (e.g., travel mug, disposable cup with lid) or resealable drink bottle (which should be secured to avoid spills). Please notify staff of any spills. Drinks are not permitted at any computer or media workstation. Please do not put unfinished drinks in trash cans; rather, dispose of excess liquid in restrooms and then dispose of empty cups.

Consumption of food is permitted in the library only in patio areas. This prohibition includes but is not limited to fruit, candy, snacks, sandwiches, etc. Sealed food may be left (at your own risk) in the storage compartments in the stairwell. Food may not be left anywhere in the building overnight, including in lockers, carrels or the stairwell storage area. Library staff will dispose of foods having a strong aroma.

Food and beverages are not permitted in the Special Collections (archives and rare books) area.

## **Animals (rev 9/2015)**

Only animals defined by the ADA as Service Animals are allowed into the library; no pets please. Misbehaving animals must be removed from the building.

## **Days and Hours of Operation (rev 6/2009)**

The library calendar is posted by the circulation desk and on the library website. In addition, information about holidays and irregular hours is posted by the front door. The library is closed Sundays and holidays. The website also has information about emergency closings.

## **Closing and Clearing the Building**

The media production center, media production center and AV lab close 30 minutes before the library building closes. Announcements are made in advance. Users must vacate those areas promptly so the basement can be secured. Lab users will be allowed to save work in progress at the time of closing, but will not be allowed to compose, edit, print, record, or do other work after hours.

The main circulation desk closes 15 minutes before the library building closes. Announcements are made in advance regarding both closing of the desk and closing of the library building. No transactions will be made after the desk closes, except that users who are already in line at the desk before it closes will be allowed to complete their transactions if otherwise practical. Staff may also store library materials and postpone borrowing transactions until the next working day.

Photocopy rooms close when the circulation desk closes. Anyone making copies at the time may finish the single item being copied but must then clear the room.

Only on-duty DTS employees may remain in the library building after it is closed. People who fail to leave the building promptly after being personally notified will be reported to campus police and the library director.

## **Treatment of Library Property (rev 6/2009)**

All users must treat furniture, equipment, books and other library property with care. Users must not damage, mark or deface library materials. They must not dog-ear pages or use paper clips or post-its in books. They should be especially careful with drinks near books and equipment. They must not attempt to repair furniture, equipment, books or other items; rather, they should report damage to staff.

## **Personal Responsibility (rev 6/2009)**

Users are responsible for all materials borrowed against their accounts or charged to their care, including materials borrowed by their authorized surrogates. Users remain responsible until materials are returned to the library and discharged from loan records. Users are responsible for returning materials in good condition. Users are responsible for damage to library property when such damage is attributable to their malicious, unreasonable, or reckless treatment of library property, including damage done to books, computers, or other library property from spilled drinks. The library assumes responsibility for fair wear and tear on all its property. Users are responsible for all legitimate fines, fees and bills posted against their accounts. The library may require cash deposits for some services, transactions or privileges, and deposits may be forfeited for just cause. There are additional specific regulations pertaining to rental of

some expensive equipment which users must read and sign when items are taken into their possession.

### **Suggestions, Appeals and Complaints (rev 10/2002)**

The library eagerly solicits suggestions and recommendations. We believe both policy and procedure can be improved, and we are always looking for ways to further the mission of the library and meet the information needs of the library constituency. In addition, Library users should feel free to request exceptions and to appeal decisions. Most full time staff are authorized to grant exceptions as necessary to promote the mission of the seminary and accomplish the broader purposes of the library. All appeals for exceptions to policy should be directed through the chain of command. However, complaints about conduct of full time staff should go directly to the director.

### **Compliance, Sanctions and Revocation of Privileges**

The Library may issue appeals, penalties, and rewards to gain cooperation and compliance with policies. The library routinely imposes fines and fees for minor violations. For more serious violations, library privileges may be temporarily suspended or permanently revoked. Blocks may be placed against academic registration or issuance of diplomas and transcripts. Violations may be reported to the Dean of Students or campus police. Violators may be barred from the building or from the campus.

The library software will automatically suspend borrowing privileges because of excessive overdue materials or unpaid bills. It will automatically reinstate the user when the bills are paid and overdue items returned. Staff may upgrade suspension to revocation in cases of extreme delinquency. It then requires staff intervention to reinstate privileges.

The library may take appropriate disciplinary action for a variety of just causes such as stealing, maliciously damaging library property, or mistreating staff or library users. The library director personally makes such disciplinary decisions.

### **Loopholes**

Library users who attempt to exploit loopholes in library policy in clear contravention of obvious intent and common sense will be sentenced to Dr. Franz Bibfeldt's course in remedial hermeneutics.