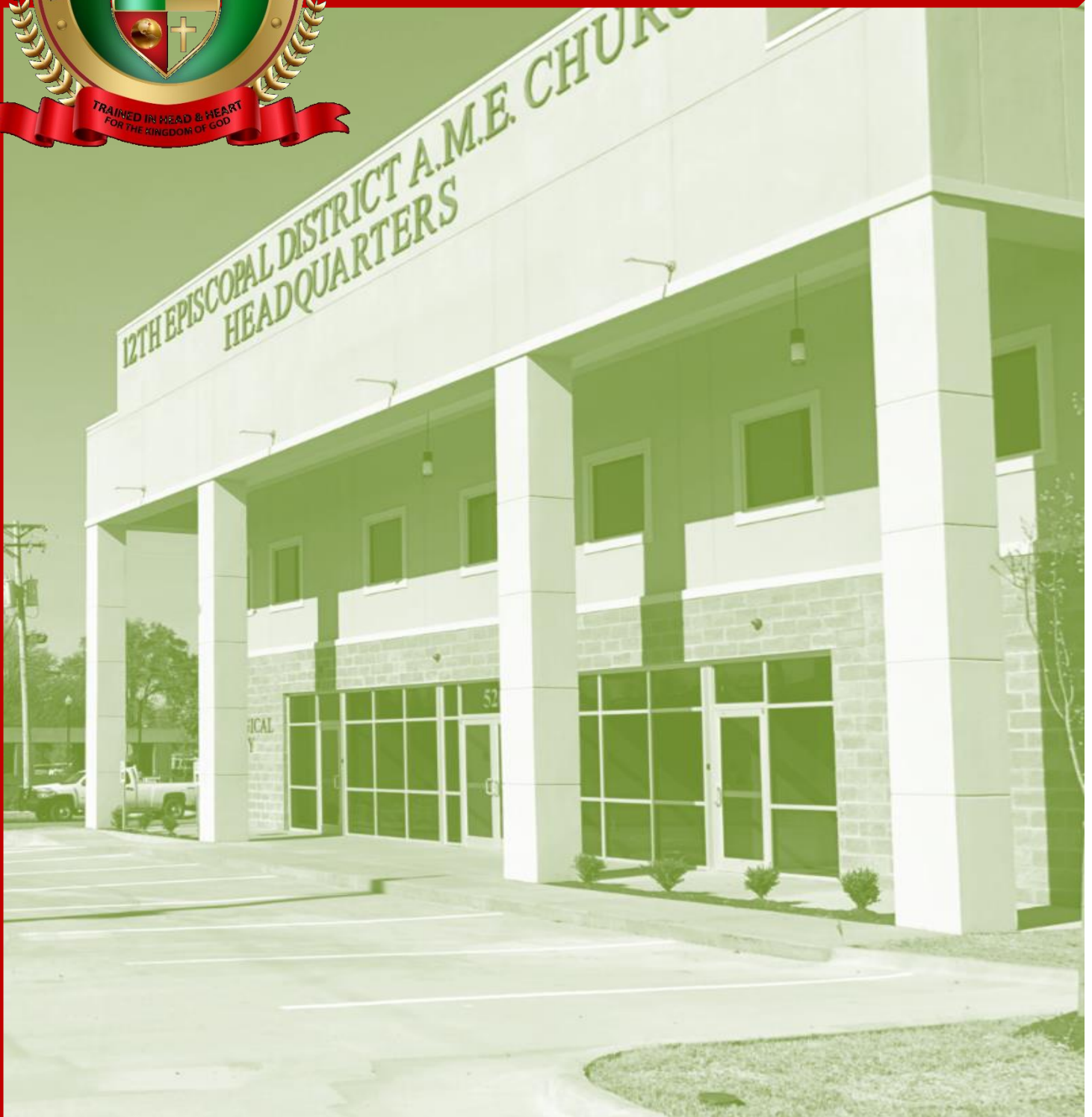


# JACKSON THEOLOGICAL SEMINARY

## *Library and Learning Resource Manual*

**2020-2021**



## **Jackson Theological Seminary**

### **Library and Learning Resources**

The Jackson Theological Seminary, 520 W. Locust, North Little Rock, AR 72114, M.Div and BA, programs maintain a professional association and working relationship with Shorter College, 604 N Locust St, North Little Rock, AR 72114. As sister, African Methodist Episcopal Church denominational, higher learning institution in adjacent proximity, we have opted a space sharing and utilization library and learning resource agreement with the A. W. Young Library, Shorter College 604 N. Locust St., North Little Rock AR 72114. Both institutions reside in the 12<sup>th</sup> District African Methodist Episcopal Church, under the leadership of Presiding Prelate Bishop Michael Leon Mitchell. Jackson Theological Seminary shall work with and under the leadership of Shorter College Associate Dean of Academic & Student Affairs; and with the assistance of the Library Technician, (501) 658-5480; and Library Director, (501) 251-5224.

Shorter College maintains a Theological Studies section in its library and Jackson students are granted access and utilization to these books and are granted access to conference room space upon request and availability.

The Jackson Theological students are, as well, granted utilization of the electronic ProQuest database via the Arkansas State Library System.

The beginning of each academic semesters Jackson students are given an orientation to the A. W. Young, Shorter College Library.

Pending book orders by Jackson Theological Seminary shall be housed in the Shorter College Library, due to limited space at Jackson Theological Seminary. Upon completion of the Jackson Theological book order and receipt, all books must be classified via bar code, security number, call number identification number and placed into the system in a designated section for Jackson Students.

Jackson Theological Seminary students shall maintain all specifications and directives of provided in this resource manual and are subject to all standards and/or procedures. Further Jackson Theology Seminary Staff and Faculty will abide by all standards and procedures for funding and assistance as designated between the institution agreement. (Please see Memorandum of Understanding next page).



## *Jackson Theological Seminary*

*520 North Locust Street*

*North Little Rock, Arkansas 72114*

*(501) 492-8395*

Rev. Cecil L. Williams, Jr., CEO/President

Rev. Dr. Robert R.A. Turner, CAO/Academic Dean

### **NOTICE OF AGREEMENT**

May 15, 2020

To President, O. Jerome Green,

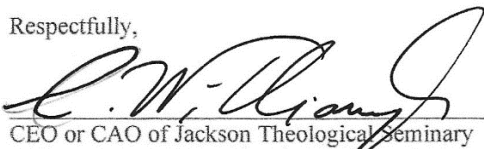
This is a formal request to continue our agreement to utilize your library as a repository for our reference book and the technology resources for Jackson Theological Seminary at the North Little Rock site during your normal business hours. Additionally, we are requesting access to the services of a librarian for our students and faculty for their normal duties and responsibilities. It is our hope that you will continue to provide all the necessary information we will need to communicate to our students and instructors to access your resources without any incumbrancers. Our students and faculty will continue to abide by all rules and regulations pertaining to accessing and use of information and equipment that is a part of your library.

This document will serve as our agreement to provide students and instructors from Jackson Theological Seminary with the necessary access for library services as the 2020-20201 academic year, and each academic year thereafter. If needed, this agreement and any cost pertaining to it will be revisited and renewed for review and approval by both institutions. Jackson Theological Seminary agrees to compensate twenty-five (25) percent of a librarian's salary. Shorter College agrees to allow said librarian to serve our students.

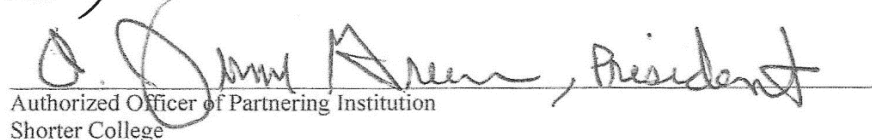
Your signature below, along with the signature of one of our senior administrators will provide proof and validation of this agreement and will be filed with the necessary departments for future reference. If any addendum is needed to further define the use of your facilities and resources, please provide a document that will be attached to this agreement.

Again, thank you for your services and support of our seminary.

Respectfully,

  
\_\_\_\_\_  
CEO or CAO of Jackson Theological Seminary

*May 15, 2020*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Authorized Officer of Partnering Institution  
Shorter College

*5/15/2020*  
\_\_\_\_\_  
Date

## Table of Contents

<b>LIBRARY SERVICES .....</b>	<b>3</b>
HISTORY .....	3
PURPOSE .....	3
LIBRARY MISSION STATEMENT .....	3
LIBRARY VISION .....	3
COLLECTION .....	3
LIBRARY GOALS.....	4
CIRCULATION POLICY .....	4
LIBRARY USE .....	4
BORROWING PRIVILEGES .....	4
BORROWER CONFIDENTIALITY .....	5
NON-CIRCULATING MATERIALS.....	5
RENEWALS.....	5
HOLDS .....	5
RESERVES .....	6
RESERVE COURSE TEXTBOOKS.....	6
OVERDUE FINES AND LOST BOOK CHARGES.....	6
REFERENCE SERVICES .....	6
READY REFERENCE.....	6
ON-LINE DATABASES AND ENCYCLOPEDIAS.....	7
LIBRARY INSTRUCTION.....	7
REFERENCE ASSISTANCE TO PATRONS .....	7
COORDINATION OF LIBRARY AND FACULTY GOALS .....	7
BOOK SELECTION .....	8
LIBRARY ADVISORY BOARD.....	8
LIBRARY RULES OF CONDUCT .....	8
STUDENTS' RIGHT TO READ .....	9
CODE OF CONDUCT .....	9

## **LIBRARY SERVICES**

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### **History**

While Shorter Junior College was established in 1886, it was not until 1968 under the leadership of Bishop George N. Collins and President A. S. Johnson that the current library building was built. Dedicated to the memory of A. W. Young, the library is the repository of a large collection of materials to support the educational and religious needs of the college community as well as helping to retain records of the African-American heritage in Arkansas. Although closed from 1998 until 2008, Shorter College is determined to make the library again take its place as the core of education and the center of students search for knowledge and understanding. Our hope is that all students will develop a life-long thirst for learning above and beyond the everyday need as they grow into the leaders of the future.

### **Purpose**

The purpose of this manual is to serve as a guide for the administration and library staff for the daily operations and responsibilities of the library. It includes those policies and procedures to enable the library staff to provide a framework around which the programs and services may most effectively be furnished to students and faculty. As this manual is an accompaniment to the Shorter College Faculty and Staff Manual of Policies and Procedures, it will not duplicate those policies and facts provided there but instead will concentrate only upon those items related strictly to the library.

### **Library Mission Statement**

The mission of A. W. Young Library is to provide accessible, affordable, high quality education for students to accomplish their academic or career goals by offering programs that meet the learner's need in a challenging and nurturing Christian environment. To help accomplish this mission, the A. W. Young Library must provide a source of quality materials and information in a setting that will encourage students to search for academic, Christian, and personal truth, to become lifelong learners and to become leaders and builders in their communities.

### **Library Vision**

The vision of the A. W. Young Library is to provide library services to both students and faculty that will enable them to study effectively and to have current and accurate materials available to support both their curriculum and personal needs for information in their search for academic excellence. This will be done through an up to date print collection planned around the course work offered by the college, the addition of computer databases and internet access, provision of reference help and trained library personnel able to aid students and faculty in learning to use the library efficiently. As the school grows, the library also will grow working as a partner to the affiliated programs of the school and local community such as the child-care center and GED programs. The collection will be built around the curriculum, religious, career, and life skill needs of the students. The library will promote the appreciation of diverse cultures, providing a base of spiritual, historical, and cultural materials to support study of the heritage and traditions of all ethnic and other cultural groups, in particular the African American community as Shorter is an historically black college of over one hundred years duration.

### **Collection**

The collection will be built around the curriculum, religious, career, general information, and life skill needs of the students. The library will promote the appreciation of diverse cultures, providing a base of

spiritual, historical, and cultural materials to support study of the heritage and traditions of all ethnic and other cultural groups, in particular the African American community as Shorter is an historically black college of over one hundred years duration.

### **Library Goals**

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- To build a qualified, full-time library staff.
- To provide a complete, integrated, up-to-date On-line Public Access Catalog.
- To refurbish and re-organize the library to promote student and classroom use by students and faculty.
- To provide a friendly, studious environment with full reference and support services to students and faculty.
- To provide a computer study area with internet access, on-line database access, and software for students to use in preparation of class work.
- To maintain an up-to-date reference collection.
- To build an adequate and balanced collection for research and personal information.
- To provide instructional and awareness programs to teach library and study skills and to increase student consciousness of the beauty and needs of the world around them and the differences they can make upon it.
- To seek and build financial support to provide adequate materials and services.

### **Circulation Policy**

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The A. W. Young Library is dedicated to providing service to students, faculty and staff with full access to all materials. The professional library staff, as the direct circulation agent for library materials, maintains the management responsibility for the entire collection to ensure the availability of information and materials to fill the needs of individual patrons and to protect the collection and its integrity for the use of future patrons. As a means of fulfilling this mission, these policies will be followed.

### **Library Use**

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The A. W. Young Library is open to the public for use of the collection within the physical premises. While the general reference and stacks are completely open, items of rare or historical value that cannot be readily replaced or those on reserve for particular class assignments will be held on a restricted shelf requiring the patron to sign them out for use within the library. Those items will not be allowed to leave the library.

### **Interlibrary Loan**

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The A. W. Young Library at Shorter College has joined the ARLink Consortium of college and university libraries that was initially composed of public and private Arkansas colleges and university libraries, to work towards fulfillment of its mission: to increase, enhance, and facilitate cooperation among libraries in the state of Arkansas through consortia purchasing of resources, expanding access to resources, and encouraging partnerships between and among libraries. ARKlink member libraries participate in statewide reciprocal borrowing program allowing students to borrow books from other participating members.

### **Borrowing Privileges**

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Borrowing privileges will be extended to current students, faculty and staff only upon registration with the library and issuance of a valid Library Card. Registration forms will be furnished to all students completing enrollment each term.

Faculty and staff members will receive a registration form during the fall Faculty/Staff Institute or whenever convenient. Upon the first visit of a registered person to the library, a borrower's card will be issued. This card will have a unique patron number and the corresponding barcode which will be used to identify the patron). This card must be presented each time the patron checks out any materials. Each term a student must renew his card by showing proof of enrollment for the new term. Faculty members will be automatically renewed if currently on the teaching schedule. No person with an outstanding balance for fines or lost books will be allowed to renew his card until the balance has been paid.

Lost cards will be replaced at a cost of \$5.00.

### **Borrower Confidentiality**

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As required by Arkansas law, the A. W. Young Library protects the confidentiality of each patron. The library staff will not disclose information concerning any patron's borrowing record unless required by law to do so or unless it is necessary to recover the item borrowed. If the item is urgently needed, the staff will attempt to contact the patron about returning the item.

### **Non-Circulating Materials**

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Ready Reference Books, periodicals, and materials housed in the Rare and Historical Special Collection areas are not circulated by the A.W. Young Library. Faculty members only may arrange for short loans of reference books and periodicals for classroom use. Items in the Special Collection areas may be used In-Library only.

Audio-Visual materials will not circulate to students outside the library.

#### **Loan Periods and Returns**

Patrons are granted the following loan periods.

Current students	3 weeks	Limit – 3 books
Faculty members	till the end of the term	No limit on number
Staff members	3 weeks	Limit – 3 books

Faculty members only may check out audio-visual materials for a two (2) week period.

Students may only use audio-visual materials inside the library.

Materials must be returned to the Circulation Desk during library hours.

### **Renewals**

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Patrons may renew any materials borrowed from the library provided that no other person has made a request for the item but in no instance should the renewal last beyond the last day of the term. To renew any item, the patron must present the book and a current library (ID) card at the Circulation Desk.

### **Holds**

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A patron may request that a hold be placed on any item checked out to another person by filling out a request form giving a phone number where that patron may be reached. When the item is returned, two attempts will be made to notify the patron that the book is available. If the item is not called for within three days, it will be returned to the shelf for others to use

## **Reserves**

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Jackson Theological Seminary faculty members may place materials needed for course assignments on reserve by filling out a request form and filing it with the librarian. The materials will be pulled and placed behind the desk. Students may request these at the Circulation Desk for use only within the library unless otherwise directed by the faculty member as requested otherwise.

## **Reserve Course Textbooks**

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The library has textbooks on reserve. The textbooks are placed behind the circulation desk. Students may use the textbooks within the library only. Students must have their school ID to use the textbooks.

## **Overdue Fines and Lost Book Charges**

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Materials borrowed from the A. W. Young Library are subject to the following overdue fines.

Three week books	\$0.25 per day
Reserve books	\$0.50 per day

Weekend and days the library is closed will not be included when overdue fines are figured as there is no outside book drop available.

While overdue notices will be sent to address on record, these notices are a courtesy only as delivery cannot be guaranteed. Failure to receive a notice does not constitute a basis for altering or negating a fine.

Patrons must present their library card to pay overdue fines. Patrons will not be allowed to check out additional materials until their record is cleared. Defacement or mutilation of any library materials will result in a fine of \$25.00. Damage to the book sufficient to render it unusable or loss of the book will cause the patron to be charged the replacement cost of the book plus a \$5.00 processing fee. Any charges over \$5.00 must be paid directly to the business office for crediting to the library account and the receipt returned to the library to clear the library record.

Delinquent borrowers will not be permitted to receive grades, transcripts, or other credit for work completed at Shorter College until all charges are cleared.

## **REFERENCE SERVICES**

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The A. W. Young Library staff provides reference assistance in utilizing the library's materials including the ready reference collection which contains encyclopedias, dictionaries, handbooks, atlases and indexes; teaches library skills to students; provides training in new technologies and research materials for the faculty; and serves to coordinate with the teaching faculty for the purposes of curriculum enrichment and collection development. Some of the services provided are below.

### **Ready Reference**

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The Ready Reference section of the library is located in the middle of the library to be available easily to all patrons. It contains a variety of materials that are often needed for short answer questions, immediate facts, statistics, and identification questions. The materials include encyclopedias, dictionaries, directories, manuals, handbooks, bibliographies, biographical references, atlases, etc. These materials are kept in the library for use at any time.



## **On-line Databases and Encyclopedias**

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The library is a partner in the Arkansas Traveler Resource Program sponsored by the Arkansas State Library. Through this program, Shorter has available a large number of periodical, newspaper, and other reference on-line databases. The most extensive of these is EBSCOhost which includes sixteen separate databases with full text access to hundreds of periodicals and other references, many of them with many years of retrospective files. These are readily available through links posted on all library and computer lab computers. Other references available through Traveler include the Encyclopedia Britannica, Gale Discovery Reference, NetBook, WorldCat and other reference sources. Several of these provide remote access passwords which allow access from off campus computers. See the librarian for this information and help with using these resources.

### **Interlibrary Loan**

Shorter College is a part of an interlibrary loan consortium called ARKLinks. Students will speak with the librarian and have the librarian borrow a book on the particular subject matter that is needed. It is possible for students and faculty to use the interlibrary loan facilities of Laman Public Library of North Little Rock, ARKLinks, or the Central Arkansas Library System of Little Rock and Pulaski County depending upon their home address. Students are able to go to the University of Arkansas at Little Rock's Ottenheimer Library to use the print and non-print resources.

## **Library Instruction**

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The library staff is responsible for giving organized instruction in the use of the library, its resources and services to the faculty, staff and students. The librarian will arrange to present orientation classes to all incoming students. Additional training will be presented on an as-needed basis through regular classes, in particular those such as English, Writing, Humanities, Speech, History, and Government. Topics can range from simple tours and basic "How to use the catalog" to accessing online databases and explanations on how to research topics via the internet.

Faculty members are encouraged to meet with the librarian early in the term to schedule library instruction and prepare for class assignments and for other research assignments. The librarian staff will do all within reason to assist with those requests.

## **Reference assistance to patrons**

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Reference assistance is individualized help in finding a specific piece of information, or locating specific items or materials on a particular topic. The reference librarian is ready to provide such assistance to all library patrons. The library staff will provide assistance with the use of computer databases, the electronic catalog, searching the internet and using computer word processing and presentation programs to prepare class assignments and other personal informational needs.

## **Coordination of Library and Faculty Goals**

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The library staff will work to establish ongoing relationships with faculty members with the goal of enhancing better communications to improve resources and services. Efforts will be made to facilitate library/faculty collaboration in collection development activities, increasing library awareness of faculty needs for teaching and research, developing innovative means of improving services to the college

community, and building student use and appreciation for the role of a library in everyday informational needs.

### **Book Selection**

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Book selection is a major responsibility of the librarian. In order to have a relevant, well-rounded, useful collection, the librarian is encouraged to seek the recommendation of faculty members for new acquisitions. If possible, faculty recommendations are honored and all patron suggestions will be considered for purchase. To implement book selection, the following criteria should be used when recommending library materials

- curriculum related
- authoritative research sources
- current and up-to-date subjects and topics
- standard sources
- not available in current library resources
- recommended resources from peer reviewed journals
- recommended book reviews

The sources for selection should come from reliable sources such as the following: 1) CHOICE Reviews; 2) scholarly journals; 3) reviews in library and book trade journals; 4) published bibliographies; 5) recommended readings for the college's courses; and 6) publisher's catalogs

Recommendation forms are available in the library and will be distributed from time to time at faculty gatherings. A suggestion box is kept at the circulation desk for patrons to leave comments and suggestions.

### **Library Advisory Board**

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The library has an Advisory Board to help with collection development. The advisory committee consists of 3 media specialists and Community personnel. There is a consultant from the business community who will assist with needed materials. Meetings will be conducted monthly or as needed.

### **LIBRARY RULES OF CONDUCT**

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Rules and regulations are made for the general good of the library and to assure that all patrons have the opportunity to learn and use the library materials in a pleasant, attractive setting. Please be considerate of others by following these guidelines.

1. Quiet: The library is a place for reading and research; therefore, a quiet atmosphere must be maintained in all areas. Keep voices low and conversation to a minimum. If you are using AV materials, please keep the volume as low as possible to avoid disturbing others.
2. Patrons should not lend materials checked out in their name to anyone else. The borrower is still responsible for materials until returned or payment for loss is made.
3. Failure to maintain suitable standards of conduct or dress in any part of the library will lead to disciplinary action, through referrals to the dean. Noisy or offensive behavior will result in being asked to leave the library. All patrons are expected to treat everyone with courtesy and respect at all times.

4. Smoking is not permitted in the library.
5. Cell phone use in the library is discouraged. Please keep phones on vibrate within the library and speak softly if their use is necessary.
6. Food and drink are not permitted in the public areas of the library.
7. Anyone entering the library under the obvious influence of either alcohol or drugs will be asked to leave. Security will be called to escort anyone refusing to leave voluntarily.
8. Patrons should help maintain the appearance and use of the library by returning all materials to the desk for shelving and by cleaning up waste paper and other debris or clutter around their work area.
9. All patrons are asked to sign into the library either by name or ID number when entering in order that statistics may be obtained for the use of the library. This information is.
10. Frequently needed when applying for accreditation or grants. Only totals will be reported or kept. No personal information will be divulged to anyone outside the library staff.

### **Students' Right to Read**

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"The right of any individual to read is basic to democratic society...The right to read, like all rights embedded in our constitutional tradition, can be used wisely or foolishly. In many ways education is an effort to improve the quality of the choices which are the exercise of this right. But to deny the opportunity of choice in the fear that it may be unwisely used is to destroy the freedom itself. For this reason, we respect the right of individuals and groups to express their views for the guidance of others. But for the same reason we oppose efforts by individuals or groups to limit the freedom of choice of others or to impose their own standards or tastes upon a community at large."

National Council of Teachers of English

This statement is also as applicable to materials for viewing and listening as to materials for reading.

### **COPYRIGHT GUIDELINES AND "FAIR USE"**

As these sources are long and fall under copyright protection, they cannot be copied here. Therefore, please go to the following web sites for explanations of Copyright and Fair Use. Violating copyright law can result in extreme penalties and large fines. Be sure you know the law before copying any materials, especially from the internet. Look for copyright notices with explanations of allowed use on informational sites. Some authors allow free use while others do not. Always give credit to sources when using someone else's work.

<http://www.rock.k12.nc.us/domain/1103>

<http://sites.umuc.edu/library/libhow/copyright.cfm>

### **CODE OF CONDUCT**

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Enrollment in the college places on each student the responsibility to conduct himself / herself in accordance with the standards of behavior acceptable to the college. Among these are the following:

1. The personal and social behavior of students should demonstrate that they are maturing and responsible members of the college community.
  - a. Every student is held responsible for any damage he or she may do or cause to be done to the property of the college or to that of any member of the college community.
  - b. Any student whose deportment embarrasses or harms the college will be deprived of the privilege of representing the college at any public event and may be subject to further disciplinary action.
  - c. Any student who causes another person to suffer physical harm or indignities may be expelled from the college.
2. Students residing in college paid or subsidized housing must conform to all college housing policies, rules, and regulations.
3. Personal behavior of students and other members of the college community must conform to standards of propriety consistent with the maintenance of a Christian atmosphere, with the laws of the state and of the nation, and with safety precautions.
  - a. Keeping or using firearms on campus or in or near college housing is prohibited.
  - b. The use of or possession of illegal, or non-prescribed drugs having narcotic or hallucinogenic effects is prohibited on campus and in college housing.
  - c. The illegal use, or possession, of intoxicants among members of the college community will not be tolerated. Public intoxication of a student may lead to expulsion or other disciplinary action.
4. Student-sponsored activities are expected to be consistent with the purposes and goals of the college. For more information about college rules and regulations see the Student Handbook.