SUM Bible College

&

Theological Seminary

Library Handbook

MISSION: EMPOWERING LEADERS FOR THE FIVE-FOLD MINISTRY

Sum Bible College and Theological Seminary (SUM) equips indigenous leaders from America and the nations of the world by offering an affordable theological education combining academic instruction with practical hands-on ministry and personal mentorship. Our mission empowers these leaders to be instruments of change in their communities.

SUM

BIBLE COLLEGE & THEOLOGICAL SEMINARY

2019 _ 2020

SUM Library Handbook Revised 9/16/2019

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INSTITUTIONAL GUIDANCE

All SUM Bible College and Theological Seminary handbooks are governed by the Articles of Incorporation and By-Laws of the College.

Subsequent foundational guidance is provided by the mission statement, institutional goals and objectives, which may be found on www.sum.edu and the Academic Catalog.

In the event that there are discrepancies with this Handbook and other documents, the following order of authority shall be observed:

1. Matters pertaining to Employees are governed by the Employee Handbook.

2. The Academic Catalog and Student Handbook shall be the final authority on matters pertaining to student policy and procedures.

3. Departmental Handbooks shall be in subjugation to aforementioned documents, such as the Academic Department, Cohort Manual, Business Office, and Enrollment Department Handbook.

4. Handbooks such as the Registrar, Library, Financial Aid, Admissions, Student Life, and Student Ministry, shall all be governed by departmental handbooks as well as the Academic Catalog and Student Handbook. These handbooks shall be outlined as follows:

    a. Institutional Information

    b. Policies (changed only be Executive Committee approval)

    c. Procedures (changed with consultation of Executive department providing oversight)

    d. Appendix (Including salient job descriptions)

GENERAL INFORMATION
OVERVIEW

The heritage of SUM is rooted in the Pentecostal-Charismatic faith traditions. At the turn of the twentieth century the Azusa Street revival in Los Angeles, California, launched this movement. From its inception, the movement generated a multi-cultural, multi-racial, and gender-inclusive community of Spirit-empowered Christian believers who were committed to evangelism, peace-making and reconciliation. From this revival came a renewed Christian faith which carried the good news of the Gospel around the world.

This movement of reaching all people with the Gospel has created a strong commitment to cultural diversity, racial reconciliation, and gender equality and is reflected in the values of SUM. These values have motivated Christians to love God with their whole heart, mind, soul and strength and to love their neighbor in real and tangible ways. SUM is committed to Christ and the Kingdom of God and to pursue the expansion of the historic Christian faith by understanding the Bible as the Word of God and by knowing Christ, who is Truth.

MISSION STATEMENT

SUM Bible College and Theological Seminary (SUM) equips indigenous leaders from America and the nations of the world by offering an affordable theological education combining academic instruction with practical hands-on ministry and personal mentorship. Our mission empowers these leaders to be instruments of change in their communities.

Empowering Leaders for the Fivefold Ministry

The mission of SUM Bible College and Theological Seminary (SUM) is guided by the following core values, institutional goals and objectives which form the basis of the educational program.

HISTORY

Our Founder

Chancellor George Neau, the founder of SUM, overcame difficult, tragic experiences in his youth and responded to the call of redemption as a young adult. Fully engaged in his faith, he began to pioneer a church in a disadvantaged area of Baton Rouge, LA, observing a fact that would transform his future and later provide educational opportunities for thousands of people across the globe. In the 1987 community of Baton Rouge, Chancellor Neau watched urban leaders successfully lead their congregations with vision and transform neighborhoods, but they lacked the necessary theological education.

In order to meet this need, Chancellor Neau pursued a vision centered around a combination of Academic Excellence, Practical Ministry Training, and Personal Mentorship, all at an affordable rate. He launched SUM Bible College in his living room in 1992, and established the initial administrative team. As the student body grew, he acquired buildings and property, renovating them to provide student housing, classrooms, and office space.

College

SUM Launched in New Orleans – 1993

By the Fall of 1993, a 17,000 sq. ft. facility was purchased and renovated by volunteers. The same year, a team of visionaries came together to make the dream possible: George Neau, President; Anthony Freeman, Student Life; Theodore Hughes, Recruitment; Joan Millar and Richard Miller, Academics; Wade Southerland, Student Ministry; Wood Gunnels, Business Office. This team launched the college's first classes in August of 1993 with four students.

SUM Launched in Oakland – 2000

In process of launching a second campus in Oakland, Chancellor Neau received a call concerning a church property that was being repossessed. SUM successfully purchased the four and one-half acre site with two warehouse buildings totaling 35,000 sq. ft., and an adjoining seven, two-bedroom apartment complex for $940,000.

The facilities were completed in phases: faculty and married student housing completed with a capacity of seven, two-bedroom apartments (2000); completion of the 15,000 sq. ft. educational facility with a capacity for 300 students (2001); completion of the 10,000 sq. ft. men's and women's dormitory housing for 80 students (2002); completion of administrative building housing the offices, bookstore and chapel (2003). Early in the midst of these projects, the Oakland campus opened for classes with an enrollment of 4 students in the Fall of 2000.

Completion of Six Million Dollar Capital Campaign – 2004

With few California relationships to rely upon, Chancellor Neau entered into a four million-dollar building campaign which grew to a need of over six million dollars to bring the project to completion. As he stated, "I shared the SUM vision with anyone who would hold still long enough to hear the dream - from businessmen, to pastors, to church groups, to various individuals." By the grace of God, two years later SUM had acquired all of the necessary funds to dedicate the Oakland campus debt free.

Hurricane Katrina Devastates New Orleans – 2005

SUM could never have realized the significant role it would play as a provider of Hurricane Relief and Recovery when Hurricane Katrina hit the Gulf States on August 29, 2005. Within days after the hurricane, an amazing grassroots movement began to develop throughout the United States as hundreds of churches mobilized their members to respond to the people of the gulf coast. SUM raised over 5 million dollars in goods and assembled an army of over 2,500 volunteers to address the devastation. SUM's attempt to relaunch the New Orleans campus in 2006 was short-lived as the devastation of the various communities proved to be too much to overcome. All SUM operations were permanently relocated to the Oakland campus.

Cohort Model Launches – 2008

With SUM reeling from the effects of Hurricane Katrina, Chancellor Neau went into a season of prayer and fasting, resulting in an innovative approach to SUM's academic experience, the cohort model: find visionary leaders and surround them with a cohort of 12 students to mentor for three years while earning their B.A. Degree. Hence, the Global Leadership Initiative was born.

SUM Goes International – 2011

As the cohort model of education proved to be highly successful in America, it was time to test the waters internationally. In 2011, SUM launched its first International Cohort in Chennai, India with 10 students.

SUM Celebrates 20 Years of Ministry – 2012

With great excitement, key leadership from across America came together to celebrate SUM Bible College and Theological Seminary on its 20th Anniversary of preparing men and women for ministry. The celebration commenced by honoring the five original founders of the College, hosted by Pastor and Visionary Leader Shane Warren. Joan Millar, Anthony Freeman, Richard Miller, Wade Southerland, and Chancellor George Neau were all presented Founders Awards in honor of dedicating 15 years of their lives to raising up SUM, now over 300 students strong and spanning the globe. The General Session was capped with the inspirational and timely preaching of Dr. George O. Wood, General Superintendent of the Assemblies of God.

SUM Graduates its first Graduate Students from M.A. Program – 2013
SUM celebrated the graduation of the first M.A. class with 4 students.

SUM Launched the B.A. Spanish Program – 2014
SUM began meeting the need of the Spanish speaking community by offering a B.A. program taught completely in Spanish.

SUM Graduated First International M.A. Students – 2015
The first SUM International M.A. class graduated with 4 students.

SUM Relocated the Main Campus to El Dorado Hills, CA – 2018
The Main Campus of SUM relocated to a beautiful facility in El Dorado Hills in January of 2018, and finalized the property purchase in September of that year.

FOUNDATIONAL PRINCIPLES

Bible	The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct.
Evangelistic Urgency	The Bible teaches that humanity is lost, in danger of eternal damnation, and is in desperate need a savior. The Bible further teaches that Jesus Christ, the Son of God, died to save mankind from their sins, a salvation which can only be obtained through faith in the Lord Jesus Christ and His finished work upon the cross and in the resurrection.
Kingdom Living	When God redeems people, He calls individual believers to glorify Him through love, holiness and a life of ministry within the context of a local church. Through this we advance the Kingdom globally to reflect God's love for men and women of all ethnicities until "a great multitude which no one could number, of all nations, tribes, peoples, and tongues" worship before the throne of God (Rev. 7:9).
Pentecostal	Our Lord Jesus Christ has entrusted the mission of bringing the Kingdom to men and women through the power of the Holy Spirit. We believe God supplies supernatural power to accomplish his work today, including signs, wonders, healings, and deliverance from works of darkness and demonic powers.

Fivefold Ministry	The means by which God advances His Kingdom is by calling men and women for the Fivefold Ministry, who in turn equip the Church for ministry. "And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, or the equipping of the saints for the work of service, to the building up of the body of Christ." (Eph. 4:11-12)

Goals and Objectives

PRINCIPLE	INSTITUTIONAL GOALS	OBJECTIVES
Bible	Foster and promote a collegiate climate in which the Bible is central to every area of life	Foster and promote a collegiate climate in which the Bible is central to every area of life.
Evangelistic Urgency	Create an atmosphere that nurtures a sense of urgency to share the Gospel with the lost.	SUM students urgently evangelize those who are lost and in desperate need of salvation from Jesus. Every SUM student consistently engages in evangelistic ministry, developing a lifelong habit.
Kingdom Living	Create an environment that encourages and facilitates Kingdom lifestyle.	SUM students glorify God through love, holiness, and a life of ministry within the context of a local church.
Pentecostal	Appreciate our Evangelical-Pentecostal charismatic church heritage relational to the communities we serve.	SUM students fulfill their calling in the mission of God through the power of the Holy Spirit. They seek to trust God who supernaturally supplies power to accomplish his work today including a variety of signs, wonders, healings, and deliverance from works of darkness and demonic powers.
Fivefold Ministry	Value the gifting and calling of individual believers and provide programs that nurture towards effectiveness in walking in the unique call of being an apostle, a prophet, an evangelist, a pastor, and a teacher.	SUM students fulfill the mission of God by following their calling in the fivefold ministry to equip the church and build up the body of Christ as apostles, prophets, evangelists, pastors, and teachers.

The Four Pillars of SUM

In light of these Foundational Principles, SUM, as an educational ministry, exists for one purpose: To prepare men and women for the fivefold ministry so that the work of God's kingdom will move forward. SUM believes that any training program to prepare men and women for the fivefold ministry must have the following elements:

1. Academic Excellence

Faculty

SUM selects instructors for their educational expertise, sound biblical theology, concern for students, and years of proven ministry experience. Internet technology removes the barriers of time and space; the finest faculty can be selected from the local church or from across the nation.

Classroom Experience

SUM faculty, under the guidance of the Holy Spirit, make the SUM classroom an exciting learning environment as they impart their knowledge and practical experience. When faculty and students from diverse ethnic and church backgrounds interact during SUM classes, a unique dynamic of learning occurs.

2. Practical Ministry

SUM believes that no school can adequately prepare men and women for front-line ministry without first exposing them to the stresses and pressures of real-life situations. Each week students feel the pain of lost humanity and learn to deal with a multitude of issues from a biblical perspective. Each student has the privilege of co-laboring with SUM faculty, local pastors, and ministries, which are directly impacting our communities with the Gospel. Each Cohort location offers evangelistic opportunities unique to their Visionary Leader's distinctives.

Practicum

Students complete two Practicum per trimester. Practicum are designed by the site leadership team to provide real ministry experience for the students. Students complete a daily Prayer Journal and a Reflection Paper on their experience for each Practicum. The leader for each Practicum submits an evaluation for each student per trimester.

Internship

Third-year students (Seniors) complete a capstone project highlighting their ministry experiences.

Mardi Gras Outreach

All first and second-year students are required to participate in SUM's annual Mardi Gras outreach in New Orleans. The Mardi Gras Outreach serves as SUM's annual gathering.

Summer Mission

Summer mission trips can be taken for Practicum credit upon approval.

Special Evangelistic Events

Each year, SUM students across the nation host and/or participate in several evangelistic outreaches. Students gain practical experience as they plan, organize, and strategize for each evangelistic event.

These events attract thousands and give SUM students an excellent opportunity to share the Gospel.

3. Personal Mentorship

Mentors

Each student at SUM is assigned a personal mentor. The relationship between the mentor and student is built upon mutual trust and respect. A mentor's role is to encourage and to hold students accountable in the areas of academics, spiritual development, physical fitness and diet, relationships, financial integrity, and personal development. A strong mentor is vital in helping a student develop the disciplines for life-long ministry.

Spiritual Formation

Each day at SUM is designed to promote the spiritual and social development of our students. The school day begins with a time of community worship and prayer. At mid-day, spiritual growth is further enhanced during Chapel service. Students enter into a dynamic time of contemporary praise and worship, preaching, personal ministry, and prayer. Guest lecturers are selected for their commitment to His Word, yielding to the Holy Spirit, and their years of proven ministry experience. Each student is encouraged to have a consistent devotional life including fasting, prayer, and Bible study.

Health and Fitness Program

Only two out of every twenty ministers retire from ministry. A primary cause is their lack of oversight in the area of personal health—diet and exercise. Wellness is a combination of physical, emotional, and spiritual well-being. SUM students learn to honor God in body, mind, and Spirit through the Health and Fitness Program. Each full-time student in the BA degree program is to complete 10 hours of Physical Fitness per trimester, or three 20-minute workouts per week. In addition, each student completes required reading in the area of health and fitness.

Spiritual Emphasis / Campus Days

During Spiritual Emphasis, shortened classes allow for extended chapel times. Participants are challenged to greater intimacy with Christ through fasting, prayer, worship, and the proclamation of the Gospel. Spiritual Emphasis is also SUM's traditional preview Campus Days. During this time prospective students experience the life of a SUM student through classroom visits, evangelistic opportunities, dorm stay, and chapel.

4. Affordable Education

SUM's tuition and costs rank among the lowest among accredited private Bible colleges in America. Working part-time students can graduate debt-free with a B.A. degree after three years. This goal enables the student to enter ministry without the burden of educational debt.

SUM brings theological education to communities across the nation by offering students the finest education at the lowest possible cost. Our goal is to have every student graduate with little to no college debt, allowing them to immediately enter ministry upon graduation. For this reason, SUM is committed to assisting students to fulfill their financial obligations while attending the College. Please feel free to contact our Financial Aid department by calling (916) 306-1628 or emailing financialaid@sum.edu.

DIVERSITY

SUM Bible College & Theological Seminary (SUM) approaches diversity from a biblical perspective, upholding the belief that all people, without exception, are created in the image of God, possessing inherent worth and demonstrating His boundless creativity and love. Guided by the institutional mission and Statement of Faith, and committed to the diverse voices of our academic and spiritual community, we at SUM strive to be a communal witness of God's ministry of reconciliation as we live, learn, and labor together in love, pursuing inclusion, justice, and reconciliation.

We believe that all people bear the image of God (Gen. 1:27; 9:6; James 3:9). We also believe that all humankind is marred by sin, but that Christ came to establish a ministry of reconciliation, culminating in His death and resurrection (I John 2:2; John 3:16). SUM seeks to foster reconciliation with God and each other in the global setting as we practice His command to love our neighbors as ourselves (Matt. 19:19; Mark 12:31, Luke 10:27). In every facet of the institution, we embrace individuals of different distinctives, including but not limited to culture, race, ethnicity, gender, socio-economic status, religion, and ability. In following Christ's example, we seek to preserve the dignity and worth of every individual, and to fulfill the biblical charge to reach all peoples. Therefore, we must submit to Christ and love one another as we appreciate individual uniqueness while pursuing the unity for which Jesus prayed and called us to (John 17:21).

Biblical Foundations

- **Matthew 28:19-20 – The Great Commission:** Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.

- **Matthew 22:37-40 – The Two Greatest Commandments:** Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself."

Truth

We believe that diversity can only be properly understood in light of God's revelation to humankind through the Bible (John 14:6; 2 Tim. 3:16-17). The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible authoritative rule of faith and conduct (2 Tim. 3:16).

Love

We affirm an approach to diversity anchored in love - God's love for all people (John 3:16) and His command to love Him and one another (Matt. 22:37-40). This love begins with God's creation of humankind in His image, bearing aspects of His character and possessing inherent dignity and worth (Gen. 1:27). His love is offered to all human beings who, by their very nature, are inclined to violate God's desires (Rom. 3:23). God's love transcends human differences, confronting the effects of sin within individuals, families, groups, cultures, and nations ((1 Kings 8:46-50; Rom. 6:23; I John 1:8-2:2). This love does not ignore, deny, or incite prejudice, exploitation, or injustice (John 4:9-10), but calls all to repentance, hope, and reconciliation with God and each other (Matt. 4:17; Acts 17:30, 26:20; Eph. 2:14-18; Rom. 5:10-11; 2 Cor. 5:18-21).

Our Commitment

Considering the perspective stated above, we are committed to the following:

College Community

- the success of our staff, faculty, and students achieved through equitable opportunities and access

- promoting an understanding of the complexity of human identity that ultimately leads to a deeper sense of unity

- charitable intercultural engagement that includes Christlike interaction with individuals from across the globe

- developing tangible experiences of diversity in our student life, academic curriculum, spiritual life, and greater campus community

- demonstrating eschatological hope by recruiting students, and hiring faculty, staff, and administration from people of all distinctives, inclusive of diverse cultural, ethnic, gender, socioeconomic backgrounds, and the differently abled

Academics

- engaging in civil dialogue between individual or group perspectives

- valuing and celebrating difference by participating in mutual learning in safe environments

- recruiting, supporting, and retaining faculty who integrate intercultural perspectives and other diversity issues into their curriculum and research

SUM Faculty

SUM has a diverse student body both nationally and internationally, and it is the goal of SUM that our faculty will be similarly diverse. It is the policy of SUM to be an equal opportunity employer with regard to all hiring for the college. It is also the policy of SUM to provide highly qualified faculty in terms of scholarship, training, as well as teaching ability. SUM will seek out qualified and diverse faculty that are in full agreement with the Mission and Foundational Principles of the institution as published in the SUM catalog.

Co-Curricular

- restoring human dignity to the marginalized through the promotion of equitable systems while denouncing individual/systemic practices that dehumanize

- building sustainable structures for equity and inclusion monitored by assessable metrics

- developing, educating and training global leaders to practice justice and reconciliation in the Church, the workplace, and the world

For information about the diversity of the college and seminary student body, go to http://nces.ed.gov/ipeds/datacenter, and look up our Institution, under Final Release Data.

OFFICE OF DISABILITY SERVICES

It is the policy of SUM Bible College and Theological Seminary to comply with all relevant Federal and State standards with regard to treatment and accommodation of students with disabilities. SUM prohibits discrimination on the basis of a disability. The Institution is fully committed to complying with all requirements of the Americans with Disabilities Acts of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to all students.

The Office of Disability Services functions under Enrollment Management and the Director of Enrollment Management serves as the Director of the Office of Disability Services. Necessary training is provided for all relevant personnel. The SUM Executive Committee serves as the Disability Grievance Panel. The operation of the Office of Disability Services is governed by the Office of Disability Services: Policy and Procedure Handbook

NOTE: Disability Accommodation Application

CONTACT INFORMATION

Main Campus

The SUM corporate headquarters is located at the El Dorado Hills, California campus. The administrative offices are located in the Main Office. Service is available Monday through Friday from 8:00 a.m. to 5:00 p.m. PDT, except for scheduled College holidays and in-service days.

Institution: SUM Bible College and Theological Seminary

Address: 1107 Investment Blvd.
Suite 290
El Dorado Hills, CA 95762

Telephone: (916) 306-1628

Fax: (510) 568-1024

Admissions: admissions@sum.edu

Registrar: academics@sum.edu

Financial Aid: financialaid@sum.edu

Business Office: buisnessoffice@sum.edu **Website:**

www.sum.edu

AFFILIATION AND ADMINISTRATIVE STRUCTURE

The SUM Bible College and Theological Seminary is a registered 501(c)(3) nonprofit organization affiliated with the Assemblies of God Home Missions Intercultural Ministry. The Board of Directors serve a threeyear term, without compensation, representing a broad societal cross-section that features apostles, prophets, evangelists, pastors, and teachers.

The Executive Committee oversees all day-to-day operations of SUM Bible College and Theological Seminary and consists of the Chancellor / President, Vice-President of Cohort Development (VPCD), Chief Academic Officer (CAO), and Vice-President of Finance.

LIBRARY HANDBOOK

LIBRARY POLICIES AND PROCEDURES
LIBRARY MISSION STATEMENT

The mission of the SUM Libraries is to support the purpose and goals of the school by acting as the primary provider of relevant educational resources in print and electronically to all students and faculties of SUM. The major operational objective of the library is to acquire and organize information in various forms that support the overall curriculum and mission of SUM.

LIBRARY COMMITTEE

The purpose of the Library Committee is to develop and maintain policies that promote the services of the library within the framework of the resources, objectives, and policies of the college. The Committee helps define policies regarding the selection of resources, and adopts rules that promote Library services. It also keeps the Librarian informed of the needs and concerns of the faculty and students. The Committee represents the interest of the libraries to the faculty and the College administration.

LIBRARY POLICIES

Hours of Operation

The Librarian will set the hours of the library in consultation with the Associate Academic Dean, based on the campus schedule. Discernment should be used for flexibility during important events where it is unlikely that the library will be used. The Librarian monitors the e-mail account (library@sum.edu) between the hours of 8 a.m. and 8 p.m. Pacific time, Monday through Sunday. The Librarian will respond to any reference or research request within 4 hours during business hours. After business hours and weekends, within 12 hours .

> **Commented [GA1]:** New librarian will need to make own hours.

Library Orientation and Bibliographic Instruction

Upon request, library orientations will be provided for new students and faculty. Library instruction topics such as library tools, Microsoft applications, Turabian format, and searching the Internet are available. Introduction to specialized reference materials may be provided by library staff in English classes or other classes, upon request.

> **Commented [GA2]:** Make sure librarian knows this format

Cataloguing

The SUM library's physical collection presently is approximately a 30,000-volume collection in areas such as English, World, American and Church History, Urban Sociology, Christian Education, Theology and Applied Theology, and Biblical Studies. The books in the SUM library are arranged on the shelves according to the Library of Congress Classification System. The library has also an e-book collection through EBSCO that contains over 180,000 e-books.

Selection and Acquisition Policy

The responsibility for the selection of library materials is delegated to the librarian with approval by the Chief Academic Officer.

Objectives of Selection

The purpose of the library is to assure that the library is a place where information, ideas, and resources are available to all students. In order to ensure this, the following selection objectives are adopted:

1. To provide materials that will enrich and support overall curriculum of the SUM Bible College and Theological Seminary and scholarly needs of the students, taking into consideration their varied interests, abilities, and learning styles.

2. To provide materials that will stimulate growth in biblical and theological knowledge, literary appreciation, moral values, and ethical standards in Christianity.

3. To provide a background of information which will enable students to make intelligent and ethical judgments in their daily lives.

4. To provide materials on opposing sides of controversial issues so that no one viewpoint is unduly represented.

5. To place principle above personal opinion, and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.

Criteria for Selection

Selection of books or other library material shall be made on the basis of curriculum development and relevancy of information. No book or library material shall be excluded because of the race, nationality, or the political or social views of the author as long as content is theological in nature.

Guidelines for Evaluation and Selection of Physical Library Resources

1. Materials must be relevant to biblical education, reflecting principals, knowledge, aspirations, attitudes, and ideals of society.

2. Materials must be needed and of value to the collection.

3. Materials must be representative of differing viewpoints on controversial subjects.

4. Materials must be representative of artistic, historic, and literary qualities or significance of author or producer.

5. Materials must be clear and accurate with the scope of text or audiovisual presentation appropriate to the needs of the users.

6. Materials must be of quality format and value, commensurate with cost and / or need.

7. Materials must provide a stimulus to creativity.

Procedure for Selection

In selecting materials, the librarian will:

1. Evaluate the existing collection.

2. Assess needs.

3. Examine materials.

4. Consult reputable, professionally prepared selection aids.

5. Solicit and consider recommendations for acquisitions from faculty and students.

6. Judge gift materials by the criteria listed in the "Policy on Gifts to SUM Library," accepting or rejecting them on the basis of those criteria.

7. Remove obsolete materials from the collection since selection is an ongoing process. (see "Weeding Policy")

Weeding Policy for SUM Library

Both print and non-print materials should be reviewed and evaluated at regular intervals to determine if they are to remain in the current collection. This final step in the selection process ensures the library collection will contain materials that are factual and instructionally effective; useless materials are to be discarded. The Librarian should consider space, budget, curriculum, and user needs when deciding how much and how often to weed. The Librarian will decide how to best dispose of discarded materials.

Criteria for Weeding

1. Currency: the subject matter is out-of-date, factually inaccurate, or no longer relevant to current times; illustrations are outmoded or perpetuate gender, racial, or cultural stereotypes.

2. Technical Quality: non-print materials with poor visuals, faded or off-color visuals; faulty or inferior sound reproductions.

3. Dispensability: duplicate copies or duplicates no longer needed in the collection.

4. Physical Condition: the item is torn, soiled, or worn; pages or parts are missing.

5. Reliability: non-fiction item which contains factual information inconsistent with other reliable sources.

6. Subject Areas: the information is not timely.

   Note: Some information should not be discarded even though it meets one or more of the criteria listed. An item should NOT be discarded without Executive Committee approval if:

   1. It is a work of historical significance or rare in the field of literature or biblical works.

   2. It has unusual illustrations or the illustrations are by a well-known artist.

3. It is a work by a local author or illustrator.

4. It describes local history or personalities.

5. It is a memorial gift.

Gifts / Donated Books

We accept all books in the following categories (subject to storage space limitations): English, History, Church Planning, Urban Sociology, Christian Education, Theology and Applied Theology, and Biblical Studies. The library reserves the right to discard or donate books that do not fit the criteria of the SUM Collection Development Policy Guidelines.

Guidelines for Evaluation and Selection of Databases

Databases have become the most important resource for students and faculty. These databases allow access to thousands of full-text articles and books to the students. These materials can be accessed on campus and remotely.

Current SUM databases will be evaluated at the time of renewal for use, relevance, and cost by the Librarian. This evaluation will be sent to the Chief Academic Officer, who will decide which databases should be kept. Additional databases will be added as need arises and funds are available. Priority will go to academic areas which the SUM library has the greatest need for academic materials to fulfill the students' and faculty's needs. When additional databases are needed, they will be judged on relevance, cost, and estimated use.

Complaint of Objectionable Material in the Library

Resources in the library may be challenged as being objectionable by students, faculty, and staff. A challenge to a resource in the College library must be based on the failure of that resource to fall within the above library's selection and collection development policies, including the commitment to intellectual freedom. The person challenging the item can ask for its removal because it is inappropriate or ask for the addition of a source to balance the collection by providing alternative views. The library may agree either to take action or no action at all. Challenged items will remain on the shelf and available during the duration of the challenge. Appendix C has the Citizen Request for Reconsideration of Library Materials, which the grievant can fill out.

Budget

The Chief Academic Officer with the Librarian and VP of Finance determine the library budget annually, based upon available funding. The allocation of the budget shall be the responsibility of the Chief Academic Officer with input from the Librarian.

Library Conduct

The Library is primarily a place for students and faculty to study and conduct research. As students of SUM and future ministers, we ask that everyone be considerate of each student's right to study and conduct research in a clean and quiet library environment. The library will be closed during chapel and morning

devotions. Students are not permitted in the library during these times. No students are permitted in the library during their personal class time without the professor's approval. Any violation will be grounds for disciplinary action. We ask that all SUM students observe the following rules:

1. Food and drink are not permitted in the library (see policy statement).

2. Return all overdue books.

3. Do not write in books or use highlighters.

4. Do not remove books from the library without checking the book(s) out.

5. Please be quiet and considerate of others while in the library.

6. Do not leave personal belonging in the library unsupervised. Library staff will not be responsible for loss, theft, or damages to students' personal items.

Food, Beverages, Tobacco, and Cell Phones

We ask that all patrons help keep the library a clean, quiet, and comfortable place for studying and conducting research by not bringing food or beverages into the library. Spilled food and drinks will damage library materials and library furnishings, and may attract insects. There is a smoke-free policy at SUM, and this policy is enforced in the library. Students need the library to be a quiet place to study and do research; therefore, cell phones and other noisy devices must be turned off and not used while in the library.

Library ID Policy

Because of the number of students that are attending classes remotely, library I.D. cards are no longer being used. The student will be given a student I.D. number and PIN number which can be used to check out books and download e-books that are not part of the EBSCO collection.

Damaged, Lost, and Stolen Books

Students and faculty who have lost or damaged a book should report this to the library staff immediately. The individual will be responsible for overdue fines and replacement costs associated with lost / damaged item(s). Once staff is notified, we will suspend fines and you will only be responsible for overdue fines as per the date of notification. If the book is out of print, additional expenses such as search fees will be applied to your bill.

Faculty Recommended for Purchase Form

We value the expertise of SUM faculty and encourage faculty to recommend resources that support the general curriculum of SUM. The forms for this are available in Canvas.

Theft and Mutilation of Library Materials

Anyone caught stealing and / or mutilating library materials will be subject to the following: The incident will be reported to the Director of Student Life and Ministry and the Librarian's executive supervisor for disciplinary action. Students will be charged a replacement fee.

Internet within the Campus Library Use Policy

The Internet is largely an unregulated medium that provides a wide variety of electronic information resources, ranging from educational, scholarly and recreational, to offensive, illegal, and controversial. The information obtained from the Internet may not be authoritative, accurate, current, or unbiased. Therefore, patrons are solely responsible for the access and use of information obtained on the world wide web. The library neither endorses nor can be held responsible for students' use of such information. The library expects all patrons to use their Internet privileges responsibly, ethically, and consistent with the purpose for which the workstations are provided.

The following outlines Internet use regulations regarding conduct and privileges.

Internet access is prohibited for the following:

1. Misuse of copyright material.

2. Violation of license agreements.

3. Displaying or dissemination of sexually explicit material of any kind.

4. Access or dissemination of literature that contains hate materials, obscenities, or any illegal activities.

5. The library will not be responsible for the above illegal activities pursued by library patrons using library computers. Such activities are prohibited and may constitute a criminal offense for which the patron is solely responsible.

6. Patrons are responsible for all Internet sites they access and should refrain from violating the privacy of other users.

7. The library staff reserves the right not only to monitor patrons use of workstations to ensure compliancy with Internet policy, but staff will exercise the right to remove any users they observe exhibiting any behavior which they deem violates this policy.

Copy Machine

All students should observe all policies and fees at the main campus and its cohorts regarding the use of library copy services. Students will be asked to pay at least 10 cents per copy.

Borrowing Privileges

Properly registered students of SUM may borrow library materials from the El Dorado Hills campus library upon presentation of a valid SUM identification card or SUM email account, and belong either to the main campus or a cohort within the United States. Individuals not affiliated with the school may use the library but may not borrow materials unless they have been granted special borrowing privileges.

Special Borrowing Privileges

With the presentation of proper documentation and the approval of the Librarian or an appointed representative, the same borrowing privileges as current undergraduate students may be granted to the following categories of users:

1. SUM Graduates

2. Those belonging to the ATLA Reciprocal Borrowing

3. Community Users (Pastors & Patrons affiliated with SUM)

The circulating books are housed in the open stacks in the library, and all Reserve materials are located at the Circulation Desk or as designated by the library staff. All Circulation / Reserve services end 15 minutes before closing. The EBSCO e-book collection is only available to current faculty, students, and staff.

Check Out Rules - EL Dorado Hills Location

Students must present a valid school ID to check or have a SUM email account to check out materials from the physical library. All physical circulating books may be checked out for a period of two (2) weeks. Books may be renewed for an additional two (2) weeks if no one has requested them. Books must be returned to the El Dorado Hills campus library.

Reference Materials

Reference materials, such as commentaries, dictionaries, Bibles, Atlases, theological works of the gospel, classics, expositions and other non- circulated materials, may not be removed from the library without permission from the librarian.

Overdue Books

A fine of **25 cents** a day will be assessed for all overdue books. Students are responsible for lost or damaged books. The College will withhold diplomas or transcripts for students that fail to clear financial obligations with the library. Students will have the ability to accrue only up to $10.00 worth of overdue fines in total. However, once a student accrues an outstanding fine balance of $10.00, they will forfeit their library privilege of checking out books from the library. Such privilege will be restored to the student only upon full payment of outstanding fines. To keep students accountable, they will automatically receive an email reminder of the due date of every book they check out. The student will receive a secondary email once the book they checked out from the library is overdue. Students may also check for themselves a book's due date from the index inserted at the back of every book.

Processing On-Campus Reserve Materials for Faculty

All reserve materials for online classes will be done through Canvas and coordinated by the faculty members. Faculty members are responsible for gathering and submitting books, articles, or other materials that they would like placed on reserve. The faculty must follow all copyright guidelines when making material available on Canvass.   . We request reserve material be submitted five (5) working days in advance of when the students will need them. This allows adequate time for processing. Reserve forms must be

completed for all books and articles(s). (**Note:** Please write on the reserve form the same title you give your students. This eliminates confusion and promotes access to reserve material). If you have a rare or one-of-akind article or book, we recommend you place a photocopy on reserve. We will remove reserve material on the date specified, unless we are notified to extend the date. We request you pick up your personal books and articles when notified. No books or articles can be placed on reserve for an indefinite period. All materials that have been placed on reserve are owned by faculty and have been placed on reserve status for the purpose of making information accessible to the students of their classes.

NOTE: All reserve materials for online classes will be done through Canvas and coordinated by the faculty member.

Circulation Time for Reserve Material

For modules, exams, or any articles / books that have heavy usage: Reserve material cannot leave the library; for all other reserve material there is a two-hour (2) time limit.

Cohort Book Loan

If a U.S. Cohort student makes a request for a specific title (up to three (3) titles will be allowed) that is housed in the El Dorado Hill's library, we will send it by UPS Priority mail with the library incurring the cost to send, and the student incurring the cost to return. There is a three-week (3) borrowing period which includes time in transit. No renewals will be possible. Overdue Books

A fine of **25 cents** per day will be assessed for all overdue books. Students are responsible for lost or damaged books. The College will withhold diplomas or transcripts for students that fail to clear financial obligations with the library. Students will have the ability to accrue up to $10.00 worth of overdue fines in total. However, once a student accrues an outstanding fine balance of $10.00, they will forfeit their library privilege of checking out books. Library privileges will be restored to the student only upon full payment of outstanding fines. To keep students accountable, they will automatically receive an email reminder of the due date of every book they check out. The student will receive a secondary email once the-book they checked out from the library is overdue. Students may also check a book's due date for themselves from the index inserted at the back of every book.

Interlibrary Loans

Graduate students in need of materials for their thesis or research papers that the library does not have will put in a request to the library through library@sum.edu. The library will retrieve the materials from institutions with whom the SUM library has cooperative agreements and through the Association of Christian Librarians Interlibrary Loan (ILL) Program. The library has no control over how long it takes for another school to respond with the articles but in most cases within a week. In some cases, the library will not be able to get the article.

ATLA Reciprocal Borrowing Program

ATLA Reciprocal Borrowing Program allows students to borrow books from participating programs throughout the United States. A SUM student can go to these libraries and borrow books. It does not allow

the students to use the library's databases remotely. A list of all participating libraries can be found at this URL:
https://www.google.com/maps/d/u/0/viewer?mid=16jRdgPFHc1DyFgFUjfeAdpBQYtE&ll=39.261110404003 38%2C-110.73441694999997&z=3

Online Resources

SUM provides students and faculty with an online eBook library provided by EBSCO. This collection includes EBSCO's eBook Academic Collection and EBSCO's eBook Religion Collection, together around 180,000 volumes.

SUM also provides students and faculty with online journal holdings through ATLA, OMNIfile Full Text Mega, and Philosophy and Religion databases (EBSCO products). The ATLA databases include full text articles from over 490 full text journals in religion, theology, biblical studies, and other related fields from around the world; the OMNIFile Full Text Mega database, which includes full text articles in general studies from over 2,500 publications across the disciplines; and EBSCO's Religion and Philosophy collection, which provides another 300-plus journals across religion, philosophy, and related fields. In addition, SUM students and instructors may access the InterVarsity Press Dictionary collection on the Credo online platform, which contains over 1,000 Bible-related articles, as well as the Oxford Biblical Library database containing many Bible aids, a Bible encyclopedia, various Bible versions, a commentary, and concordances. Students are provided with a login to access these materials. This login provided is the same for Oxford, IVP, and EBSCO databases. There is also ERIC which is a free government on line database for education, you will in many cases have to use EBSCO to see if we have a full text version of the article cited (https://eric.ed.gov/). No password needed.

The SUM Library website offers the following online resources for students and instructors:

RESOURCE	DESCRIPTION	LINK
Requires Login Credentials		
EBSCO / ATLA Online Library	Online eBook library including EBSCO's North American eBook Collection and EBSCO's eBook Religion Collection. This collection also includes ATLA's Religion Database with Serials, the OMNIFile Full Text Mega database, and EBSCO's Religion and Philosophy collection.	http://search.ebscohost.com/login.aspx?authtype=uid

Oxford Biblical Studies Online	A comprehensive resource for the study of the Bible and biblical history. The integration of authoritative scholarly texts and reference works with tools that provide ease of research into the background, context, and issues related to the Bible.	http://www.oxfordbiblicalstudies.com
The InterVarsity Press Bible Dictionary Series	A fully searchable dictionary series with over 1,000 articles addressing biblical culture, history, and theology.	https://search.credoreference.com/?institutionId=9758
SUM Library Online Public Access Catalog (OPAC) Search	The OPAC provides access to the SUM Main Campus Library in El Dorado Hills, California. Students and faculty in the US Cohort system can request books by contacting library@sum.edu.	https://pac2.bc.sirsidynix.net/SUM#!/home/
Open Access Resource Links		
Google Scholar	Free online scholarly resources. SUM's EBSCO databases are connected to Google Scholar.	https://scholar.google.com/
Digital Theological Library	A database consisting of open source materials in religious studies and theology. It is connected to the OCLC World Catalogue system.	https://oadtl.org/
Directory of Journals	An index of peer-reviewed scholarly open access articles. This database covers all fields of study.	https://doaj.org/
Directory of Books	Free access to books which publishers participating in this program have deemed open access (symbolized by an open lock). This database covers all fields of study.	https://www.doabooks.org/

Google Books	Free access to books, some in their entirety (generally older books) and some available in partial form (newer books), in an online searchable system.	https://books.google.com/
BASE	An open access database which provides articles in multiple languages.	https://www.base-search.net/
CiteSeerX	An open access database primarily for those working at the graduate level, especially useful for the social sciences.	http://citeseerx.ist.psu.edu/
Microsoft Academic	An open access database covering all fields of study.	https://academic.microsoft.com/
CIA Fact Book	A top resource for basic information about the world. The site provides a massive central data source and a handy way to graphically compare nations.	https://www.cia.gov/library/publications/theworld-factbook/
Theology on the Web	A free, high quality theological resource out of the United Kingdom for Bible teachers, scholars, and pastors. There are over 20,000 rare and out-of-print articles available for free download, detailed bibliographies for Seminary level, and a single cross-linked resource made up of seven websites.	http://www.theologyontheweb.org.uk/
Association of Religion Data Archives (ARDA)	ARDA is a scholarly archive for theological and religious research.	http://www.thearda.com/
Christian Classics Ethereal Library	A free online library of classic Christian texts.	http://www.ccel.org/
Perseus Digital Library	Free online classics in Greek, Latin and Hebrew, with some English translations, and an interactive lexicon/parsing tool.	http://www.perseus.tufts.edu/hopper/

The Post-Reformation Digital Library	A select database of digital books related to the development of theology and philosophy during the Reformation and Post-Reformation/Early Modern Era (late15th-18th c.).	http://www.prdl.org/
Bible Geo Coding	This resource superimposes maps of biblical geography upon Google Maps, assisting students with seeing and understanding the geography of the Bible.	https://www.openbible.info/geo/
Hartford Institute for Religion Research	Provides research especially in the area of religion and culture, and is more for those working in graduate programs	http://hirr.hartsem.edu/
Chabad.org	Run by a Jewish organization which provides information about Jewish history and culture.	https://www.chabad.org/
Internet History Sourcebooks	Provided by Fordham University, and provides access to historical documents useful for studies in world religions, biblical studies, and apologetics.	http://www.fordham.edu/Halsall/ancient/asbook.asp
Early English Books Free Online Library	The University of Michigan provides texts in early English.	https://quod.lib.umich.edu/e/eebogroup/
Bible.org	Articles on various Christian topics, primarily written by evangelical Christians. Articles vary in terms of scholarly or popular audiences.	http://bible.org/
Lumina.Bible.org	Bible.org's Bible with the original texts and notes.	https://lumina.bible.org/
BibleGateway.com	Bible Gateway has numerous versions and various translations of the Bible. (also check out Blue Letter, BibleStudyTools and Bible Hub interlinear).	http://www.biblegateway.com/

BibleResources.org	This site is owned by an evangelical church. This site may be useful for various projects or for personal reading, but **may not be cited in research papers** as the articles are based on opinion rather than research.	http://bibleresources.bible.com/
E-SWORD Bible Tool	Provides free downloads of many different translations of the Bible, including Greek, Hebrew, and Latin, along with maps and charts, free commentaries and books, devotionals, and other material.	http://www.e-sword.net/
Faith and Philosophy Journal	A scholarly philosophy journal published by the Society of Christian Philosophers. Its purpose is to articulate a Christian faith that will withstand critical examination, as well as explore the implications of the Christian faith for all aspects of human life.	https://place.asburyseminary.edu/faithandphilosophy/

LIBRARIAN RESPONSIBILITIES

General Duties

The Librarian assists students, faculty, staff, and community members in utilizing all library resources. They will conduct the following services:

1. The Librarian will answer all reference questions from students, faculty, and other library patrons.

2. Provide guidance for copyright questions and issues.

3. Function as the library liaison by developing strong relationships between all academic departments, both with faculty and students.

4. Develop the library collections through selection and weeding.

5. Provide general and specialized reference and research services using both printed, computerized, and on-line tools.

6. Provide bibliographic instruction and information literacy as needed in general and subject-based classes at the request of instructors.

7. Devise subject guides, web-based guides, and other self-help and training materials.

8. Compile search statistics and collection records quarterly. Information should be submitted annually for inclusion in the library's Annual Report.

9. Maintain the library system patron database, collect overdue fines and other fees, issue receipts and mail library overdue notices.

10. Perform tasks to put materials on reserve and assists patrons.

11. Supervise assigned work study students

Circulation Duties

Daily circulation desk operations including the following:

1. Check-out and check-in procedures and task related functions of all regularly circulating books belonging to SUM.

2. Exercise proficiency in using the integrated library system (SirsiDynix Symphony).

3. Train others in circulation duties and Symphony.

4. Collect all fines and fees from faculty and students resulting from overdue or lost books. All collected fines and fees will be given to the Finance Officer. When fines or fees are paid by students and faculty, the Librarian reports payments to the Finance Officer.

5. At the end of the trimester, alert the Chief Academic Officer to students who owe fines and fees to the library.

6. Collect monthly circulation statistics and cumulatively during a single academic year for the circulation of regular items and reserve materials. Statistics are reported to the Librarian quarterly.

7. Provide for the placing of books on reserve at the request of individual faculty members. Forms for this purpose are provided at the circulation desk.

8. Check books in and out to library patrons, provide reserve materials to users, and validate identification cards for use as library cards to user.

Technical Duties

The library staff is responsible for cataloguing, classification, processing all books purchased by and for the SUM library, and inter-library loan requests. All work is done such that the minimum time lapses between the receipt of a new item and its processing and shelving. The duties include:

1. Cataloging in all formats, both original and complex copy cataloging; supervision of catalog maintenance, authority, and item control.

2. Assisting with the production of MARC records for the archival collections.

3. Knowledge of OCLC and ILS operations as related to cataloging tasks.

4. Interlibrary Loan Duties: Make sure bibliographic information of ILL requests is correct.

5. Process monograph items in all formats (i.e. books, videos, sound recordings).

6. Affix labels, bookplates, and bar codes.

7. Get materials ready for the shelves.

8. Oversee student workers.

9. Search known databases for cataloging copy.

10. Verify Library of Congress number.

11. Add number from Cutter table and date.

12. Search and download authority records.

13. Produce shelf list.

Changes to the Library Handbook

If the Librarian and / or Library Committee want to introduce an addition, deletion, or modification of some kind to the existing policy, a request will be presented in writing to the Chief Academic Officer, who will give it to the Executive Committee for approval. If approved, the Librarian will implement the necessary change in the Policy and Procedure Manual.

Review

To ensure that the Policy and Procedure Manual continues to best reflect the library's current interests, practices, and goals, a comprehensive review of the entire policy will be conducted every three (3) years.

APPENDIX

APPENDICES LISTED
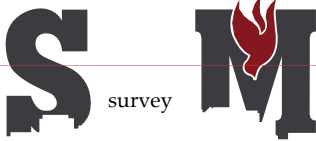
HEAD LIBRARIAN JOB DESCRIPTION

The Board of Directors and the Administration recognize the need for the services of a Librarian.

REQUIREMENTS

The Librarian should must possess a Master's degree in Library Science from an ALA-accredited institution with a minimum of two years professional experience. The Librarian also must demonstrate the ability to select, train and supervise qualified subordinates. H e /She must have good organizational and problemsolving skills; ability to exercise sound judgment in applying and interpreting library policy and procedures; ability to use a variety of software applications and to maintain awareness of new and changing technology; ability to communicate effectively orally and in writing. The Librarian must also demonstrate evidence of self-motivation, service-orientation and ability to work successfully in a collegiate environment.

DUTIES AND RESPONSIBILITIES

1. Attends faculty meetings and departmental meetings as needed.

2. Assists in the planning of new library facilities and/or revision of existing facilities.

3. Provides supervision, evaluation and training of all library staff.

4. Gives input in formulating the annual library budget.

5. Directs the acquisition, processing, cataloging, and maintenance of the library collection.

6. Prepares annual statistics and reports as needed.

7. Prepares annual library needs assessment.

8. Serves as a resource person to faculty, students, and administration.

9. Maintains positive public relations.

10. Submits written reports to appropriate administrative personnel.

11. Assists in the development and implementation of new workshops and programs that enhance library instruction of students and faculty.

12. Develops a library scheduled meetings.

13. Oversees an annual survey of students and faculty regarding library use and effectiveness.

committee and holds regularly

14. Develops cooperative relationships with other institutions and networks with other librarians in similar collegiate libraries.

15. Establish and collect fines and fees pertaining to overdue, lost, stolen, or damaged library materials in conjunction with supervising executive staff member.

16. Assists and is available to answer questions students may ask concerning special assignments.

17. Coordinates with faculty members and assists them in gathering instructional materials and information for special projects. This might include the demonstration of bibliographies and/or instruction in person or online during a class.

18. Recommends systems that will facilitate efficiency in carrying out the library's goals and the Academic Department's mission. Recommended systems are subject to the approval of the Librarian's immediate supervisor or in some cases the Executive Committee.

19. Prepares (a) volumes for binding and cataloging, and (b) library materials for coding and cataloging. All catalogued or coded library materials are to be made available in computer databases for information retrieval.

BIBLE COLLEGE & THEOLOGICAL SEMINARY

LIBRARY (STUDENT) ASSISTANT JOB DESCRIPTION

DUTIES AND RESPONSIBILTIES

Provides assistance to librarian, library technician, students and teachers in the following areas:

1. Assisting students and teachers in use of online catalog, AV equipment, and databases.

2. Word processing.

3. Assisting students in the library having computer issues.

4. Internet searches.

5. Generating overdue notices.

6. Checking materials in and out.

7. Maintaining patron data.

8. Maintaining equipment holdings database.

9. Assisting with inventory procedures.

10. Performing simple housekeeping chores.

11. Carrying out general office duties (phone calls, word processing, etc.).

12. Collecting money for fines, printing and copying.

13. Assisting with programs and activities in the library such as displays, bulletin boards, book talks, storytelling, book fairs, etc.

LIBRARY VOLUNTEER JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

Volunteers work in the library under the direction of the library staff. Their training and work in the library is organized and supervised by the librarian. Their duties may include, but are not limited to the following:

1. Performing circulation routines.

2. Shelving books and other media.

3. Reading and straightening shelves.

4. Performing simple housekeeping chores.

5. Assisting with the processing of new materials or discarding of titles.

6. Assisting with inventory procedures.

7. Assisting students and teachers in use of online catalog, AV equipment, and databases.

8. Word processing.

NOTE:

It shall be the policy of the SUM Library to utilize the services of volunteers in any areas where they can assist the library in meeting its objectives of public service. Volunteers shall be utilized to supplement the duties and activities of paid staff and are not considered a replacement for paid staff. Volunteers will be at least 16 years of age, unless otherwise approved by the Librarian, and will complete a volunteer information form to be reviewed by the Head Librarian.

After review of the information, the volunteer will be contacted concerning serving at the library. The librarian reserves the right to accept, deny, or terminate the position of a volunteer with the understanding that such a decision is in keeping with the established guidelines concerning personnel and practice set out in this manual.

Volunteers are a valuable resource for any public service organization. While the donation of their time and talents is greatly appreciated, each volunteer must recognize there is an obligation to provide service within the guidelines and policies of the SUM Library.

Appendix 4

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their service

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Adopted June 19, 1939. Revised June 18, 1944, Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Appendix 5

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for the purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a Copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

Evaluating Library Collections

An Interpretation of the "Library Bill of Rights"

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Articles 1 and 2 of the *Library Bill of Rights,* which state: The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be

proscribed or removed because of partisan or doctrinal disapproval. The American Library Association opposes such "silent censorship" and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections. Adopted February 2, 1973; amended July 1, 1981, by the ALA council.

SUM Library Computer and Internet Policy

Computers are made available to students and faculty at all times during business hours. They are password protected, equipped with Norton antivirus software, and are completely sufficient for student and faculty use. Computers are equipped with "Microsoft Office" suite which includes "Microsoft Word", making available the ability for students to write research papers "Microsoft Power Point" for student educational presentations; "Mozilla Firefox" to maximize internet browsing capabilities (limited accessibility by internet firewall) for online research and content.

Every Carrel (two-person suitable table with divider) in the Library has an Ethernet connectivity port on the wall for internet access at every seat. Students can use an internet CAT 5 cable to connect via LAN or wirelessly through one of the many wireless internet routers. These options are available to the students who prefer to use their own laptop computers within the Library.

The primary purpose of the computer, including Internet access, is towards the promotion of academic excellence through research and learning. The student's use of this resource shall be consistent with this purpose and the rules and regulations listed below. Violations of this policy will result in the loss of computer privileges, and may result in disciplinary actions

1. Displaying or downloading inappropriate or objectionable material.

2. Copying commercial soft-ware in violation of the copyright laws.

3. Interfering or tampering with the school's network.

4. Inappropriate use of computers causing damage occurring to hardware or software. Students who cause any damage to a library computer will be held responsible for the damages they caused.

5. Laptops, and kindle fires may not be checked out of the library. Faculty and Staff may use the laptops as needed at any time for the purposes that are: educational, business, or for any emergency related issue.

6. No eating or drinking while using library computers, laptops or kindle.

7. No games of any kind or Internet chat.

8. Students are not allowed to use the computers in the library during class hours.

If there is a shortage of available machines, users must give up their computers if they are needed for a higher priority use. Priorities for use of the computers are:

1. Working on assigned homework and class projects.

2. Personal communications (e-mail, web browsing, etc.).

3. Other personal or recreational uses.

General Rules

1. Do not modify or delete any system files on any computers.

2. Respect the equipment. Don't remove or disconnect any labels, parts, or cables. Do not read or modify other users' files.

3. Please log on properly to the computer, if do not know the proper password, ask library staff. If you are not logged in properly you may not be able to print your documents.

4. Do not run programs that continue to execute after you log off. Keep the computer corners clean.

In the box below, please place an X if you read and understand this policy

I have read and understand the rules and regulations concerning the use of the campus
_____ computers, and understand the consequences should I fail to comply with them.

Student Name (please print)

_____

Student Signature

_____

Parent / Guardian:
My child has permission to use online access.

Parent / Guardian Name (please print)

_____

Parent / Guardian Signature

_____

Home Phone (   )   -   Cell Phone   (   )   -

_____   _____

Mailing Address

_____

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Please complete this form in full and return to the Librarian:

Material Information:

Author, Editor, or Compiler

_____

Title

_____

Publisher

_____

Personal Information:

Requested by

_____

Telephone   (   )   -

_____

Mailing Address

_____

_____

Complaint Represents:

Individual's Name

_____

Organization's Name

_____

Other Group's Name

_____

Reconsideration Data

1. To what in the material do you object? Please be specific: cite pages in books, frames in a filmstrip, film sequence, band number on record, etc.

2. Did you read the entire book, see the entire film, listen to the entire recording, use or evaluate the entire kit, or evaluate component parts of the kit?

3. What do you feel might be the result of a student becoming involved with this material in a learning situation?

4. Are you aware of professional evaluations of this material?

5. What do you believe is the theme of this material?

6. What would you like the school to do about this material?

_____ Do not require my child to use this material. _____ Other

7. What other material do you recommend that would convey a perspective of the subject treated?

Challenged Materials

An Interpretation of the "Library Bill of Rights"

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the *Library Bill of Rights,* and which is approved by the appropriate governing authority. Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure, The Library Bill of Rights states in Article I that "Materials should not be excluded

because of the origin, background, or views of those contributing to their creation," and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The
Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure. Therefore, any attempt, be it legal or extralegal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990, by the ALA Council.