

Rebekah Horton

LIBRARY

Handbook

PENSACOLA CHRISTIAN COLLEGE®

library.pcci.edu

Rebekah Horton Library Hours

Sun	1–5 p.m. 7:15–10 p.m.
M, T, Th	7:30 a.m.–10 p.m.
W	7:30 a.m.–5:30 p.m. 8:15–10 p.m.
F	7:30 a.m.–11 p.m.
Sat	9 a.m.–11 p.m.

For hour changes/closures, please check
library.pcci.edu.

Introduction

The mission of the library is to supplement and enrich classroom instructional effectiveness and learning at Pensacola Christian College and Pensacola Theological Seminary. The needs of the students, faculty, and staff are met by providing a well-balanced collection of materials that enhance the academic curriculum, while also meeting the research and personal growth needs of our students, faculty, and staff.

The goal of the library staff is to supply a variety of services to patrons, from general help with library use to specific, individual assistance. If you have a question, please ask a library worker.

The library staff is conscious of the responsibility to add resources, make changes, and improve services as user needs require.

The PCC library is named in honor of Mrs. Rebekah (Beka) Horton, PCC's cofounder, who over the years gave direction to the College and Pensacola Christian Academy libraries.

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Study Zones

In order to provide an atmosphere conducive to study and research, study zones have been created to meet the students' needs. For details, please see the library website or signage posted throughout the library.

**Collaborative
Zone**

**Group work
Conversation permitted**

**Quiet
Zone**

**Limited conversation
Low speaking voice**

**Silent
Zone**

**Independent study
No talking**

General Information

Where to Find Help

Assistance with library services and resources is available from personnel on each floor of the library. Library assistants can be identified by green lanyards and may be reached via a “locator” button at the assistance desks throughout the library. If you are unable to locate a floor assistant, please see the Circulation Desk (1st floor) for assistance.

The Online Chat is an easy way for patrons to get an answer to a variety of questions. Library personnel are available to respond during library hours. The chat button is located in the bottom right corner of the library website. If no one is available to chat, patrons may fill out the contact form, and a staff member will respond as soon as possible.

Things to Know

Students, Faculty, and Staff are expected to abide by all College expectations while in the library.

1. **Main library entrance/exits** are on 1st floor. **All** other doors are alarmed and will sound if opened.
2. **Closing announcements** will play 15 and 5 minutes prior to the library’s closing. Patrons should follow directives given in the announcements.
3. **Reference, Reserve, and Educational Textbook items** must remain in their locations except when overnight checkout is allowed.
4. **Children** third grade and under are not permitted to be in the library unless they are with a tour.
5. **PCA students** in grades 4–12 may use the College library. These students should sign in and out at the Circulation Desk and will be given a badge which must be visibly worn at all times. Additional guidelines are available at the Circulation Desk.
6. The library provides tape and both regular and large-volume staplers (20–120 pages) for patron use at the Circulation Desk.

7. **Conference rooms** may be reserved for use by student groups. Reservations are made and details are available at the Circulation Desk. See signage for locations.
8. Four group study rooms (available for 2–3 students) and four single-occupancy rooms are located on the 2nd and 3rd floors.
9. The north elevator is for use by men; the south elevator is for use by women.

Using the Library

1. **Do not reshelve** any items that you take from the stacks. Leave library items on the book return carts located on each floor. Items that you have checked out must be returned to the Circulation Desk. Improperly returned items may result in a fine.
2. The library is for study, research, and reading; therefore, a quiet atmosphere should be maintained. Patrons should be careful not to disturb others. Talk quietly in the Atrium.
3. Please leave the library neat and orderly by pushing in chairs and picking up papers around the area where you were studying or working. Library furniture may not be moved.
4. **Library materials** belong to the College. Do not write, underline, or highlight in library items.
5. **Beverages** may be brought into the library in a sealable container; however, food may not be brought into library.
6. Library users should abide by campus dress standards.
7. **Personal property** should not be left unattended in the library. Unattended items will be taken to Lost and Found at closing. PCC cards will be taken to the Information Desk. Cubbies are available on 1st floor by the men's elevator for your use.

Circulation Procedures

1. All library materials must be checked out at and returned to the Circulation Desk. An alarm will sound at the door if items are not properly checked out. If the alarm sounds, patrons must return immediately to the Circulation Desk.
2. To check out materials or pay for services, students must present their current PCC Card. No one is permitted to check out items for another person or to use another person's PCC Card.
3. Undergraduate students and courtesy patrons (including PCA students) may check out six items for a two-week period. Graduate students, faculty, and staff may check out ten items for a thirty-day period. If you are returning items in order to check out others (to keep below your limit), please give them to a desk assistant. Do not place the items in the book drop.

4. Patrons can find due date information by viewing their personal account information on the library website. Email reminders are sent as a courtesy after items have been checked out and as the item's due date approaches.
5. **Renewals** are allowed on most items unless the item has been requested by another patron. Materials may be renewed online through the library's website or at the Circulation Desk.
6. Patrons are asked to return items to a Circulation Desk assistant. For your convenience, a book drop is also located on the *outside* north wall of the library (facing Ballard).
7. **Overdue Items:** An item is considered overdue if it is not returned by the due date before the library closes. Fines increase daily until the item is returned, at which time the fine freezes.
8. **Damaged Items:** Patrons are not charged for normal wear and tear on library materials; however, other damage may incur fees.
9. **Lost Items:** Items are considered lost when they are more than 30 days overdue or when reported as lost by the patron. Lost item fees will be charged for these items.
10. If an item is already checked out, you may place a hold request online or at the Circulation Desk. The library will notify you by email when the item is available at the Circulation Desk.
11. Items specified for overnight loans may be borrowed starting 1 hour before closing and are due back the following day 30 minutes after opening. Items borrowed Saturday night are due back Monday morning. Undergraduates may borrow one Reserve item and up to three Education Textbooks overnight. Graduate students may borrow three Reference books and three Periodicals in addition to the materials allowed for undergraduates.

Fines (Payable with PCC Card only)

Overdue fines which reach \$10 will result in the loss of borrowing privileges, which will be reinstated once payment is made. Final Exam Permits will not be released until all library fines have been paid.

1. **Two-Week and Thirty-Day Loans:** 35¢ per book per day (excludes Sundays and days the library is closed)
2. **Lost Items:** Replacement cost of the item plus a \$20 processing fee
3. **Education Textbooks & Reserve Items:** \$1 per item per hour

Locating Materials

The Library Website

Patrons may search for materials by using the library computers located on each floor of the library. Current students, faculty, and staff may also access the library website online at *library.pcci.edu*, where they will be prompted to enter their login credentials.

By default, the search bar on the library website is set to search through all physical and electronic resources, but it can be set to search more specific groups of resources. Patrons can search in the library's physical holdings, online resources, or all resources at once. They can locate items by searching author, title, subject, or keywords.

Call Numbers/Locations

The call number indicated on the item record identifies the subject of the item based on the Library of Congress classification system. The call number identifies the item's location. If you want to know where a particular item is after searching for it on the library website search engine, click on the item's information page to find the call number. To locate the item in the library, use the library directories located across from the elevators or ask an assistant. Items are shelved from left to right and top to bottom in each section.

For more information about reading call numbers and the different locations within the library, see the library website.

What to Do if a Book Is Not on the Shelf

Because many people use the library, a particular item may not be in its place when you look for it. Here are some tips for locating items that are not on the shelf:

1. Check with library staff.
2. Check the library website. If an item is listed as “not available,” it is already checked out.
3. Check the tables in the immediate area.
4. Check the carts on that floor.

Library Resources, Collections, and Services

1st Floor

Circulation Desk: Located near the entrance on 1st floor is the Circulation Desk, where patrons may borrow and return items, sign up for conference rooms, pay fines/fees, and get answers to any general library questions.

Research Center: The Research Center, located near the Circulation Desk, provides patrons with virtual and face-to-face guidance on the research process, library materials, and library services. Staff will also assist in locating and identifying relevant materials, both physical and digital. Hours are posted on the library website, the Research Center desk, and on the screen at the library's entrance.

PaperCut: The PaperCut station by the Circulation Desk functions as a copier as well as a printer. If the printer malfunctions, contact a library assistant immediately. Information cannot be printed from a flash drive. More information is available on [Eagle's Nest](#).

Book Sale: Located in the southwest corner of the 1st floor, there are several shelves of items available for purchase. Items may include books, audio/visual materials, periodicals, and more. Take your selections to the Circulation Desk for purchase.

2nd Floor

Reference Collection: The Reference Collection holds ready reference materials including dictionaries, atlases, encyclopedias, and statistical sources. These items cannot be checked out.

Education Textbook Collection: A collection of relevant Pre-K–12 textbooks from various publishers are available for study on the 2nd floor for education students and faculty. See the Circulation Desk for checkout availability.

Interlibrary Loan: Interlibrary loan (ILL) is available for all patrons. If the library does not have books or articles that a patron needs, those items can be requested from other libraries nationwide. Patrons may request items through ILL by completing this [form](#) on the library website. Patrons may also stop by the ILL office during regular hours (M–F, 7:30 a.m. to 4 p.m.). PCC does not charge patrons requesting materials through ILL, but on occasion, the lending library may charge for use of an item. The ILL staff will authorize the charge with the patron before agreeing to borrow the item. The typical checkout period is three weeks. The patron will be notified by email when the item is ready for pickup at the Circulation Desk. Renewals should be requested one week before the due date.

Resource Sharing: Resource sharing is a service that makes most Rebekah Horton Library materials available to students who do not live in the Pensacola area and whose library does not support Interlibrary Loan (ILL). Students may request items through the Resource Sharing Office by emailing resourcesharing@pcci.edu. These students are responsible to pay return shipping and insurance costs when returning items. Based on the student's location, the usual loan period is typically four weeks with no renewals.

Laminating: See a floor assistant for laminating services. The charge for laminating is 75¢ per linear foot. You must pay for laminating at the Circulation Desk before leaving the library with your project. There is a \$5 service fee for unpaid items. More information about laminating is posted on the library website.

3rd Floor

Media Lab: The Media Lab contains equipment for listening to CDs or viewing videos/DVDs, and other media in the library. The Media Lab also provides Video Church/Chapel viewings as requested by the Student Life office. Additionally, this lab has equipment for making visuals, including Cricut machines, die cut machines, and document projectors. A variety of curricula, visual aids, and teaching materials are available for checkout.

Computer Lab: Only current PCC students and PCC faculty have access to the Computer Lab.

To ensure the earliest possible responses to a problem with computer hardware or software in the library, go to the Tech Help section of the Eagle's Nest website and fill out the [Tech Help Request form](#) completely. If

you are unable to report a problem through the Tech Help Request form, contact a library floor assistant.

Spiral Binding: Spiral binding is available for patron use in the 3rd floor Computer Lab. Purchase materials in the Campus Store before seeing the Computer Lab assistant to use the spiral binder.

4th Floor—See Circulation Desk for Access

The Bible Manuscript Room houses a collection of rare Bibles and manuscripts which show the preservation of God's Word throughout time. These items are noncirculating.

One-Room Schoolhouse: A collection of old and rare school materials are available in the One-Room Schoolhouse. Patrons may use these items for research purposes and may request them through the Circulation Desk. They may be used only on the 1st floor. See the Circulation Desk for checkout procedures and for assistance with copying.

Rare Book Collection: The Rare Book Collection is made up of old or rare items. General policies are the same as those for items from the One-Room Schoolhouse.

5th Floor

Music Library: Music scores, CDs, and equipment are located in the Music Library. General musical scores may be checked out by students; other materials may be checked out with special permission.

6th Floor

Foreign Language Collection: Foreign language items are located in the Foreign Language Collection at the southwest end of the floor. Foreign language audio items are located in the Media Lab.

Reserve: Items selected by faculty as support material for courses are placed on reserve and are for library use only. Most items are on general reserve on the 6th floor. Additional reserve collections for specialized items are located on the 3rd floor in the Media Lab and in the 5th floor Music Library. Although Reserve items are for library use only, most Reserve items may be checked out overnight only. Personal copies belonging to faculty may not be checked out.

Juvenile Collection: Located in the southwest corner, next to the Foreign Language Collection, this collection provides many valuable resources for education students.

Various Locations

Copiers: Copiers are operated by PCC Card. Prices are posted next to each copier. Double-sided copies may be done on any of the copiers. See the instructions by each machine for enlarging and other copier settings. Information may also be scanned to a flash drive using the copiers, but projects cannot be printed from a flash drive. If the copy machines malfunction, contact a library assistant immediately. Do not try to repair the machine yourself. More information, including refunds for copier malfunctions can be found through [Eagle's Nest](#).

E-Resources: The library provides access to several types of e-resources for patron use. Electronic periodicals, journals, databases, e-books, and other sources can be found on the online catalog. The website also includes video tutorials under the Help tab.

Special Materials

CD-ROMs *Various locations*

Charts Media Lab, 3rd fl.—*Educational curriculum charts*

Clip Art Media Lab, 3rd fl.—*Clip art books*

Databases—*Broad and subject-specific resource collections available through the library website*

Dissertations General stacks—*Doctoral dissertations*

DVDs Media Lab, 3rd fl.

eBooks—*Books available electronically through the library website*

Evans Collection 2nd fl.—*Early American imprints on microfiche*

Flash Cards Media Lab, 3rd fl.—*Visual aids (visualized stories and songs)*

Foreign Language Collection 6th fl. and other locations—*Items written in foreign languages*

Juvenile 6th fl.—*Juvenile books for various age levels*

Kits Media Lab, 3rd fl.; Music Library, 5th fl.

Law Reference 5th fl.

Manuscripts Bible Manuscript Room—*Bible manuscripts (not available for circulation)*

Maps Media Lab, 3rd fl.

Microform 2nd fl.—*Microfiche or microfilm*

Oversize 5th fl.—*Large books covering a variety of subjects which do not fit on regular shelving*

Periodicals 2nd fl.

Professional Room 6th fl.—*Professional items for faculty and graduate student use only*

Rare Room 4th fl.—*Collection of rare books not available for circulation*

Reference 2nd fl.

Reserve *Various locations—Items selected by faculty for library use only*

One-Room Schoolhouse 4th fl.—*Collection of old educational books*

Scores Music Library, 5th fl.—*Musical scores*

Videos Media Lab, 3rd fl.

Visuals Media Lab, 3rd fl.—*Enlarged visuals relating to a variety of subjects*

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