

*A Guide to the
Cierpke Memorial Library*

TEMPLE BAPTIST SEMINARY

**TENNESSEE TEMPLE
UNIVERSITY**

TENNESSEE TEMPLE ACADEMY

Chattanooga, Tennessee



Library Handbook
2010-2011

INTRODUCTION

The staff of the Cierpke Memorial Library welcomes the students of Temple Baptist Seminary, Tennessee Temple University, and Tennessee Temple Academy. We want you to know that this is your library, and that we are here to assist you in obtaining an education.

The Library, through print and non-print materials, provides information from different areas of knowledge and points of view for the enrichment of all who use its resources. This guide has been prepared to aid you in the use of those resources in the following ways: it presents the available resources in the Library, the services offered, and the guidelines regarding their use.

Our Commitment to You

The Library is here to serve the educational community, and it exists for the purpose of helping you accomplish your class objectives. You can count on the Library staff to be ready to assist wherever and whenever we can. Please let us know your needs.

If you have questions regarding the use of the Library, or suggestions to improve our service, please talk to us. Our goal is to provide the best Library possible for you during your years of training here.

Our Request of You

There are some ways in which you as a student can help the Library accomplish its goals.

1. Visit the Library and become familiar with the collection. As you do, you will become acquainted with the location of things as well as the strength of the collection as it pertains to your classes.
2. **Ask Questions!** Your time is valuable. If you cannot locate the material you need, please ask one of the librarians. They are here to help you. However, do not ask them to do what you can do for yourself.
3. Please take care of all items you check out and return them promptly.

THE CIERPKE MEMORIAL LIBRARY

Library Hours

Sunday	CLOSED
Monday	8:00 a.m. – 9:00 p.m.
Tuesday	8:00 a.m. – 9:00 p.m.
Wednesday	8:00 a.m. – 5:00 p.m.
Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	1:00 p.m. – 5:00 p.m.

NOTE: The library is closed to students during chapel and church services.

The Cierpke Memorial Library is located on Union Avenue adjacent to the J.R. Faulkner Administration Building. It houses books, periodicals, and non-book materials for the Academy, University, and Seminary. The Library contains a wide variety of reference and bibliographic materials, newspapers, and microforms, as well as the Temple archives.

The following is a guide to the equipment and services found in the library:

First Floor

Circulation/Reserve Desk

Sermon file

Circulating Books
Card Catalog
Reference Department
Computer Indexes to Periodicals
Periodical Indexes
Elementary library (Kindergarten-2nd grade)

Archives/Rare Books
Copy Machine
Technical Services Department
Acquisitions Department
Interlibrary Loan
Transparencies

Second Floor

Periodicals Department
Periodicals (bound, loose, and microform)
Microform Readers and Printer
Audiovisual Department
Laminator
Education Curriculum & Resource Lab
Elementary library (3rd-6th grade)

CD players
Audio cassette players and record players
VCR player
DVD player
Television
Paper cutter
The Donella Brown Music Library
Restrooms

ACQUISITIONS

Print and Non-Print Material--If during your time at Temple Baptist Seminary, Tennessee Temple University, and Tennessee Temple Academy, you feel that the Library needs to acquire a certain book or any other material, please feel free to make a recommendation to one of our librarians. They will supply you with the proper forms for such a request.

Theses and Dissertations--Persons who are graduating from Temple Baptist Seminary and the Department of Graduate Studies of Tennessee Temple University need to consult the "Guidelines for Theses and Dissertations" available in their respective divisions. The Acquisitions Librarian is responsible for receiving the copyright clearance form, which must be filled out before the work can be placed on microfilm and copies made and bound.

Donation--All items donated to the Cierpke Memorial Library are received with the understanding that if the items cannot be used by the Library, they will be sold or disposed of in whatever manner the Library chooses. Donations may be brought to the Circulation Desk.

TECHNICAL SERVICES

The Technical Services Department is responsible for cataloging new books, maintaining the card catalog, withdrawing books, repairing books, and completing the reclassification of the Dewey collection into Library of Congress.

Card Catalog--The two divisions of the card catalog (Dewey and Library of Congress) have author, title, and subject cards interfiled in alphabetical order, making it a dictionary catalog. The conversion from the Dewey classification scheme to that of the Library of Congress (LC) is complete except for theses, and dissertations. We advise you begin searching in the LC section and then check the Dewey section if necessary. This information is also available on the Online Public Access Catalog (OPAC) at <http://ttu1.hosted.exlibrisgroup.com/>.

If you are having difficulty identifying the proper subject headings for your search, you may need to refer to the *Library of Congress Subject Headings* (the large red volumes located near the card catalog). Please feel free to ask at the Circulation Desk for assistance with this reference work, if you need it.

REFERENCE SERVICES

Instruction and Ready-Reference--The staff of the Reference Department seeks to provide information for all library users in the following general manner:

1. Instruction in Library Use. Usually this includes instruction in the use of the card catalog, the *Library of Congress Subject Headings*, various reference books (encyclopedias, dictionaries, almanacs, bibliographies, indexes, etc.), and the Library of Congress classification scheme. The purpose of this instruction is to provide guidance and direction in the pursuit of information rather than the information itself. The above instruction is provided to classes when desired. Requests for this type of instruction should be directed to the Reference Librarian.
2. Ready-Reference. Many times the user needs dates, names, statistics or similar information. In this case the Reference Librarian will direct the user to the exact books where the needed information may be found.
3. Special Reference Assistance. All graduate students and faculty members are encouraged to inform the Reference Librarian of their research projects so that adequate time can be set aside for working on those projects.

Checking Out Reference Books--Reference books are non-circulating items; however, exceptions are made for those faculty members who require the use of a reference book for overnight use or for use in a class. In this case the checkout of a reference book may be approved by one of the librarians.

Periodical Indexes--The majority of the periodical indexes are located in the Reference area on the first floor (a few of them are located in the Periodicals Department); however, you should be aware of the fact that many Periodical articles are available online (both full text and abstract). This enhances searching capability while shortening search time. The Reference Librarian will be glad to assist you in accessing the databases.

Sermon File--The sermon file provides access to sermons that are contained in the library's collection of sermons. The main point of access is by text reference. Special occasion or topical sermons are represented in a subject section of the file.

Collective Non-Protestant Religions/Cults File--Located at the beginning of the Sermon File, this file indexes book collections of non-Protestant religions (i.e., Hinduism) and cults (i.e., Jehovah's Witnesses). Each card in the file gives page numbers for the section in the book containing information on the religion. For books on a religion in general, check the main catalog. Consult with the Reference Librarian for additional sources of information.

Vertical File--The Vertical File is located on the 2nd floor of the library and contains subject matter in the form of pamphlets, booklets, newspaper clippings, brochures, etc. The material covers a variety of subjects and is arranged alphabetically. This file will help students locate source materials for term papers, special reports and projects. Vertical file material may not be checked out of the library. All vertical file subjects are found in the card catalog.

Mission Boards File--Located adjacent to the Vertical File, the Mission Boards File provides the patron with current and historical information regarding various faith and denominational mission boards. This file will help those interested in missions as a career as well as those who need information for research. The mission boards are cross-referenced in the card catalog.

Christian Camps File--The Christian Camps File contains brochures and other information from various camps and camping organizations. It is located adjacent to the Vertical File.

Theological Research Exchange Network--The Theological Research Exchange Network (TREN) publishes a catalog of Christian college and seminary theses and dissertations available for purchase from them at <http://tren.com>. The actual microfiche of theses and dissertations that we have obtained are located in the Periodicals Department.

LIBRARY USE BY UNIVERSITY CLASSES

Teachers who need to bring a class to the Library should contact the Reference Librarian who maintains the master calendar. Scheduling should be done twenty-four hours in advance.

COPYING SERVICES

There is a photocopier on the first floor in the Reference Department. Each department must use its budget code in order to charge copies to the department. Faculty and staff employed by their respective offices or departments may use the copier to make copies for their offices. The library staff will only give the budget code to faculty and paid staff. Student secretaries will need to obtain the code from their respective department heads. By using the code, copies will be charged to the department at the rate of 4¢ per copy for single-sided copies and 8¢ for doubled-sided copies. Copies may be reduced down to 25% or enlarged up to 400%. Paper is available in 8 1/2" X 11"; 8 1/2" X 14"; or 11" X 17". Use of the 11" X 17" paper requires the approval of a librarian. The library staff will need to assist faculty, staff, and students in making copies for personal use. The cost of copies is 10¢ each.

CIRCULATION

STUDENTS MUST HAVE THEIR ID CARD IN ORDER TO CHECK OUT BOOKS AND MATERIALS.

All books and audiovisual materials are checked out at the Circulation Desk on the first floor of the library. The following circulation policies are in effect at the Cierpke Memorial Library.

Checking Out Materials--Students may check out library books and audiovisual materials for a period of three (3) weeks. Students are expected to return the books and materials on time so that other students and faculty members may have access to them. Fines will be assessed for items that are not returned on time. If books are needed for a longer period of time, they may be renewed; however, books and materials with "holds" on them cannot be renewed. The maximum number of books and audiovisual materials that can be checked out at any time is ten (10). Only five (5) videos may be checked out at one time.

Lost or Damaged Materials--Students are expected to pay for lost or damaged books or materials that have been checked out to them. After an item has been overdue for forty (40) days, the student will be charged the \$10.00 overdue fine, the cost of the book, a \$5.00 processing fee, and \$5.00 bindery fee if the book is paperback. The overdue fine rates are listed below.

Books and audiovisual materials	25¢ per day
Video and DVD recordings	50¢ per day
Reserve books and audiovisual materials	25¢ per hour
Reserve video and DVD recordings	50¢ per hour

RESERVE BOOKS AND AUDIOVISUAL MATERIALS

The reserve area for books and audiovisual materials is located behind the Circulation Desk. The Circulation Librarian is in charge of all reserve materials. The following policies pertain to materials placed on reserve by a teacher.

Preparing the List--Teachers fill out a form indicating the books and materials to be placed on reserve and give the form to the Circulation Librarian. The Circulation Librarian removes the items from regular circulation and places them on reserve. This list is available to the students at the circulation counter.

Check out Policy--Books and materials that have been placed on reserve may be checked out on an hourly basis and must remain in the library. Books and materials (except for personal copies belonging to faculty members) may be checked out overnight 15 minutes before closing and are due no later than 15 minutes after opening the next day.

Time Limit--The maximum time an item will be kept on reserve is one semester. All books and materials are automatically removed from reserve at the end of each semester and returned to the shelves. If the teacher requests the material to be put back on reserve, we will do so.

ARCHIVE AND RARE BOOKS ROOM

Books written by Dr. Lee Roberson and Dr. J. R. Faulkner, rare books, theses, dissertations, and archival materials are stored in the Archive and Rare Books Room which is located on the first floor of the Library in the Reference Department. This room is open for use by any patron, but the materials may be used only in the library.

All archival materials, i.e., materials relating to the past history of Temple Baptist Seminary, Tennessee Temple University, Tennessee Temple Academy and Highland Park Baptist Church are collected by TTU. All such materials are welcome additions to our collection, but due to the historical importance of such materials, they cannot be circulated outside of the library.

Memoirs--A scrapbook was begun in 1949 to collect articles from the two Chattanooga newspapers, *Chattanooga Times* and *Chattanooga Free Press*, concerning Tennessee Temple University, Temple Baptist Seminary, and Highland Park Baptist Church. Scrapbooks for the elementary school were started in 1955 and for the junior high and senior high in 1976. Highland Park Baptist Church Sunday bulletins are available from 1966. Memoirs are located in the Archive and Rare Books Room.

Titan--The *Titan* is an anthology of original literary work by Temple students. Some issues of the *Titan* (1963, 1965, 1966) are located in the Archive and Rare Books Room.

The Temple Times--*The Temple Times* was the school newspaper that was produced by the student body of Tennessee Temple College, Bible School, and Seminary. The Library has issues dating from 1947 through February of 1971. These incomplete volumes are also located in the Archives and Rare Books Room.

The Evangelist--*The Evangelist* was the newspaper published by the Highland Park Baptist Church. The Library has incomplete volumes dating from 1944-2004; however, it was not published continuously over those years. It is located in the Archive and Rare Books Room.

Chimes--The annual for Tennessee Temple University has been kept since its beginning in 1948. Annuals are located in the Archive and Rare Books Room.

Reflections--The annual for Tennessee Temple High School has been kept since its beginning in 1973. Annuals are located in the Archive and Rare Books Room.

Heir--The annual for Tennessee Temple Elementary School has been kept since 1983. Annuals are located in the Archive and Rare Books Room.

Zion's Pioneer--This is a copy of the 1952 annual of Zion College that was begun by Highland Park Baptist Church. It is located in the Archive and Rare Books Room.

PERIODICALS

The Periodicals Department, located on the second floor of the library, maintains periodicals, newspapers, microforms, and some indexes.

Newspapers--The newspapers are located in the Periodicals Department on the second floor. Small religious and secular papers are also located here. The *Chattanooga Times Free Press* is kept at the Circulation Desk. Back issues of *USA Today* and *The Wall Street Journal* are kept in the periodical stacks.

Journals and Magazines--The periodical collection consists primarily of monthly magazines and quarterly journals. Others with varying publishing frequencies are also received. Primarily the faculty selects the periodicals. The library also subscribes to several Periodical databases.

Periodical Holdings File--The periodicals holdings file gives title, holdings, and location of more than 1,000 periodical titles in the library which were, or are presently, being received. The form (hard copy or microform) in which they are received is also noted in this file. Those on microform are coded in blue, and the bound periodicals are coded in red. This information is being transferred to the Online Public Access Catalog (OPAC) at <http://ttu1.hosted.exlibrisgroup.com/>.

Microforms--The library receives periodicals and other materials in microform format (film or fiche). The following is a list of those materials. Readers and reader-printers are available in the Periodicals Department.

Ultrafiche

*PCMI Collection in American literature, religion, social sciences, history, etc.

Microfilm

*Newspapers (*New York Times*)
*Backfiles of Periodicals

Microfiche

*Backfiles of Periodicals
*Theses and Dissertations
*ERIC (Educational Research Information Center)
**Library of American Civilization*
*History of Education Collection
**Expositor's Library* (Zodhiates)
**Books for College Libraries*

AUDIOVISUALS

The Audiovisual Department (AV) is located on the second floor of the library. The following materials and equipment are located in the AV Department.

*Audiotapes and tape players
*Videotapes and VCR machines
*Slides and slide projectors
*Records and record players
*Overhead projectors
*Paper cutters
*Laminator
*Maps
*Christian Education curriculum (Sunday School)
*Education curriculum

Note: Additional equipment is stored in other buildings and is available for faculty and classroom use.

Requesting and Use of Equipment--All materials and equipment may be used in the AV Department and are available for classroom use. Equipment needed for classroom use should be requested at least twenty-four hours in advance. Please contact the AV Librarian to reserve equipment.

Index to Materials--AV materials are listed in the card catalog and are filed by author, title and subject. Flat maps are indexed separately in a file above the flat map case in the Periodicals Department.

Circulation of Audiovisual Material--All audiovisual materials are checked out for three (3) weeks and must be checked out at the Circulation Desk. All materials on reserve must be used in the library. Overnight check out of reserve material is done at the Circulation Desk. Reserve materials (except for personal copies belonging to faculty members) may be checked out 15 minutes before closing and are due no later than 15 minutes after opening the next day.

EDUCATIONAL CURRICULUM CENTER

The Educational Curriculum Center provides aid to the student in the field of education and to the professional educator. Various types of media are available in almost every teaching field. The center is located on the 2nd floor of the library in the Audiovisuals Department.

INTERLIBRARY LOAN

The Interlibrary Loan Department (ILL) is located on the first floor of the library in the Reference Department. The service is available to university students, seminarians, faculty, administration, and employees.

Through our computer link with OCLC (On-line Computer Library Center) we have access to the collections of over 13,800 libraries across the nation. If our library does not have the volume or periodical article that is needed, the chances are good that it can be found and borrowed from one of the libraries on the OCLC network. We encourage everyone to take full advantage of this borrowing privilege. Request forms may be obtained at the Reference Desk.

Cooperative interlibrary loan practices are subject to national, regional, and local interlibrary loan codes. Generally, most libraries will not loan the following materials.

- | | |
|--|--|
| *Rare or valuable items including manuscripts. | *Serials, when the item can be duplicated. |
| *Bulky or fragile materials. | *Video or audiotapes. |
| *Materials in high demand such as new books. | *Items intended for reserve or class use. |
| *Basic reference materials. | |

Interlibrary loan is a courtesy extended by libraries. The library that lends material has the privilege of determining the conditions for the loan.

Dissertations and Theses--Some libraries will loan their dissertations and theses. Others may be acquired from University Microfilms (UMI) or Theological Research Exchange Network (TREN).

Copying--All copying is subject to the copyright laws which govern the making of photocopies or other reproductions of copyrighted material.

ILL Request Procedures--Interlibrary Loan request forms are available at the Reference Desk.

Billing--ILL patrons will be billed for the charges assessed by the lending institution. Generally there are no charges, although some libraries do charge postage, cost of photocopies, etc.

THE DONELLA BROWN MUSIC LIBRARY

The Donella Brown Music Library is located on the second floor. It houses CDs, records, stereo systems, and books. All materials must remain in the music library. The music library card catalog is located in the music library.