

# ***A Guide to the Cierpke Memorial Library***

**TEMPLE BAPTIST SEMINARY**

**TENNESSEE TEMPLE  
UNIVERSITY**

Chattanooga, Tennessee



Library Handbook  
2014-2015

## INTRODUCTION

The staff of the Cierpke Memorial Library welcomes the students of Temple Baptist Seminary and Tennessee Temple University. 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 let you know what resources are available, what services are 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	9:00 a.m. – 9:00 p.m.
Tuesday	9:00 a.m. – 9:00 p.m.
Wednesday	9:00 a.m. – 5:00 p.m.
Thursday	9:00 a.m. – 9:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	CLOSED

The Cierpke Memorial Library is located on the 1<sup>st</sup> floor of the Lee Roberson Center. It houses books, periodicals, and non-book materials for the University and Seminary. The Library contains a wide variety of reference and bibliographic materials, newspapers, and microforms, as well as the Temple archives.

## LIBRARY USE BY UNIVERSITY/SEMINARY CLASSES

Professors 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.

## LIBRARY USE BY UNIVERSITY/SEMINARY DISTANCE EDUCATION CLASSES

Distance education students should contact the Kevin Woodruff ([woodruk@tntemple.edu](mailto:woodruk@tntemple.edu)) for assistance with research needs. Only books held by Tennessee Temple University may be borrowed through Interlibrary Loan from Tennessee Temple University. Students are encouraged to utilize the interlibrary loan departments of their local libraries, both academic and public.

The Tennessee Temple University Online Public Access Catalog may be accessed at:  
<http://ttu1.hosted.exlibrisgroup.com/>

If Tennessee Temple University owns the book or article, then the student should request it from the interlibrary loan department by e-mail ([woodruk@tntemple.edu](mailto:woodruk@tntemple.edu)). The library will ship only to the United States and Puerto Rico. The library will be responsible for paying for shipping the book to the student and the student is responsible for paying for returning the book. No interlibrary loans will be granted to anyone who has outstanding fines. Overdue fines will be calculated from the book's return postmark. Students are responsible for paying for the loss of any books.

If Tennessee Temple does not own the book or article, then the student should seek to borrow it through the interlibrary loan department of their local library.

The loan period is three weeks for undergraduate and master's students. It is six weeks for doctoral students.

Periodical databases can be accessed from <http://www.tntemple.edu/virtual-library>. User names and passwords can be obtained from Kevin Woodruff at [woodruk@tntemple.edu](mailto:woodruk@tntemple.edu)

## COPYING SERVICES

There is a copier/printer in the Student Resource Center. The computers in the library are linked to the copier as a printer. 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

All Circulating books, DVD's, CDs, and Reserve Books are checked out at the Circulation Desk. The following circulation policies are in effect at the Cierpke Memorial Library. **Students and staff must have their ID cards in order to check out books and materials.**

**Checking Out Materials**--Students and staff may check out library books and materials for a period of three (3) weeks. Faculty and Administrative Staff may check out library books and materials for one (1) month. All patrons are expected to return books and materials on time so that other patrons 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 that can be checked out at any time is ten (10). Only five (5) DVDs or CDs may be checked out at one time. Seminary and doctoral students may check out more than 10 books at a time.

**Lost or Damaged Materials**—Patrons 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 patron will be charged for the cost of the book, a \$10.00 non-refundable overdue fine, a \$5.00 non-refundable processing fee, and a \$5.00 non-refundable bindery fee if the book is paperback. **Books and materials (including Reserve Books) cannot be checked out until all overdue books/material are returned and fines are paid.** The overdue fine rates are listed below.

Books	25¢ per day
DVD and CD recordings	50¢ per day
Reserve books	25¢ per hour
Reserve DVD and CD recordings	50¢ per hour

### **RESERVE BOOKS AND MATERIALS**

The reserve area for books and audiovisual materials is located in the Reference Room. 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** Professors may bring the books and materials that they want on reserve to the Circulation Desk. Professors may also fill out a form indicating the books and materials which are 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.

**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 when the library opens 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.

### **REFERENCE**

The Reference Room is located behind the Circulation Desk and houses the Reference books, Periodicals, Archives, and Reserve books. The staff of the Reference Department seeks to provide information for all library users in the following general manner:

**Instruction in library use** Usually this includes instruction in the use of the OPAC, 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 Kevin Woodruff at [woodruk@tn temple.edu](mailto:woodruk@tn temple.edu).

**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.

**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 these projects.

**Periodical databases** These can be accessed from <http://www.tntemple.edu/virtual-library>. User names and passwords can be obtained from Kevin Woodruff at [woodruk@tntemple.edu](mailto:woodruk@tntemple.edu)

**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.

**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.

**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://www.tren.com>. The actual microfiche of theses and dissertations that we have obtained are located in the Periodicals Department.

## PERIODICALS

The Periodicals Department, located in the Reference Room, maintains periodicals, newspapers, microforms, and some indexes.

**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 Holding File** The current periodical holdings are listed in the OPAC. This can be accessed by going to the TTU website, clicking on Academics, clicking on Library, clicking on library resources and clicking on Online Public Access Catalog. The URL for that is <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. These are located in another location. Anyone wanting access to these must speak to one of the librarians.

### 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 following materials, equipment, and services are available.

- \*DVDs—Located in the Student Resource Center
- \*CDs—Located in the Student Resource Center
- \*VCR machine—located in the conference room.
- \*DVD player—located in the conference room. DVDs and CDs can also be played on the computers.
- \*Paper cutter—located by the copier.
- \*Hole punch—located by the copier
- \*Lamination—The lamination service is performed by the library staff. Materials to be laminated can be brought to the Circulation Desk. Please allow 24 hours for material to be laminated. The cost of lamination is as follows.
  - 25¢ per foot—Faculty, staff, and students.
  - 50¢ per foot—Alumni and Friends of the Library
  - \$1.00 per foot—General public

## ARCHIVES

Books written by Dr. Lee Roberson and Dr. J. R. Faulkner, rare books, theses, dissertations, and archival materials are located in the Reference Department. The materials may not be taken out of the library. There are circulating copies of many of the books by Dr. Roberson and Dr. Faulkner.

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.

**Titan**--The *Titan* is an anthology of original literary work by Temple students. Some issues of the *Titan* (1963, 1965, and 1966) are located in another location. Anyone wanting access to these must speak to one of the librarians.

**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 are located in another location. Anyone wanting access to these must speak to one of the librarians.

**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. These are located in another location. Anyone wanting access to these must speak to one of the librarians.

**Chimes**--The annual for Tennessee Temple University has been kept since its beginning in 1948. Annuals are located in the Reference Department.

**Reflections**--The annual for Tennessee Temple High School has been kept since its beginning in 1973. Annuals are located in the Reference Department.

**Heir**--The annual for Tennessee Temple Elementary School has been kept since 1983. Annuals are located in the Reference Department.

**Zion's Pioneer**--This is a copy of the 1952 annual of Zion College that was begun by Highland Park Baptist Church. This is located in another location. Anyone wanting access to this must speak to one of the librarians.

## INTERLIBRARY LOAN

The Interlibrary Loan Service (ILL) 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. ILL requests should be e-mailed to Kevin Woodruff at [woodruk@tntemple.edu](mailto:woodruk@tntemple.edu).

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

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** Most libraries will not loan their dissertations and theses. Copies may be purchased from University Microfilms (UMI) at <http://disexpress.umi.com/dxweb> or Theological Research Exchange Network (TREN) <http://www.tren.com> . Many full-text theses are available from the ProQuest Dissertation and Theses Full text Database located in the TTU Virtual Library located online at <http://www.tntemple.edu/virtual-library-resources> .

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

**Interlibrary Loan Request Procedures** ILL requests should be e-mailed to Kevin Woodruff at [woodruk@tntemple.edu](mailto:woodruk@tntemple.edu).

**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.

## ACQUISITIONS

**Print and Non-Print Material** If during your time at Temple Baptist Seminary and/or Tennessee Temple University 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. Contact Jean Ann Pate at [patej@tntemple.edu](mailto:patej@tntemple.edu) for questions concerning the microfilming and payment of dissertations. Copyright clearance forms can also be obtained by contacting her. The student is responsible for binding all copies of the dissertation. All thesis preparation is handled by Thesis on Demand at: <http://www.thesisondemand.com/>

**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 Online Public Access Catalog (OPAC), withdrawing books, and repairing books.

**Online Public Access Catalog (OPAC)** All holdings (Books, DVDs, CDs, and Periodicals) are listed in the OPAC at <http://ttu1.hosted.exlibrisgroup.com/>

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

## STUDENT RESOURCE CENTER

The Academic Support Office is located in the Student Resource Center, situated at the back of the library. Academic Support provides a variety of different services designed to help students achieve academic success. Services include tutoring, group study sessions, workshops, individual study plans, and advice on time management and study skills. Students can arrange to meet with our staff to discuss their needs and to create a personalized plan that will help them succeed. If students require accommodations because of a disability, then we can arrange academic accommodations in an atmosphere of confidentiality and respect.