



California Trinity School of Business

Library Handbook 2021-2022

WELCOME

With this library handbook, it is hoped that students can make the most use of the Library. Specifically, from this handbook, students will learn the types of resources and services that are available through the Library to help students succeed in their studies.

California Trinity School of Business Mission Statement

CTSB strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. By combining the traditional with the contemporary, partnering academic with non-academic, CTSB encourages students to advance knowledge, promote understanding, and serve our diverse humanity with wisdom.

Library Purpose Statement

The mission of the School Library is to provide students, faculty, and staff the essential resources, services, and spaces needed to successfully achieve their academic endeavors.

This mission is supported by the following goals:

Resources

- To provide well organized collection of books, periodicals, audiovisual and electronic media which effectively supports the curriculum, course offerings, and usage of the institution
- To develop a collection that is comparable to accredited colleges which is similar with our size
- To provide technological tool, software, and hardware that facilitate research and easy access to information
- To provide access to an electronic catalog of materials, organized according to nationally recognized and accepted standards, which includes access to databases and full-text materials and provides a gateway to a wide variety of external resources

Services

- To provide reference and research assistance as a method in supporting students' learning and faculty's instruction
- To provide training in information literacy and research skills such as academic style, plagiarism, copyrights, fair use, information retrieval, etc.
- To provide competent professionals and support staff in adequate numbers to meet the needs of faculty and students
- To provide access to additional resources from other collections such as cooperative agreements , inter-library loan, resource sharing programs
- To partner with faculty in developing and implementing possibilities of using library resources to better support their instruction

Facilities

- To provide comfortable, well-lit, and attractively furnished study space for users to be able to

fully use the library services and materials within the library

Library Hours of Operation

Monday through Friday	1:00 p.m. - 8:00 p.m.
Saturday	9 a.m. - 6 p.m.

Library Holdings & Location

Campus library is located on the 3rd floor. The library contains a wide variety of resource materials for student use in addition to computer stations with Wi-Fi Internet access, and study tables. The library's physical collection contains hundreds of books relevant to our business and accounting programs. Our online collection contains hundreds of thousands of materials in various formats such as electronic books, journals, articles, databases, multimedia contents. Students may use textbooks, dictionaries, encyclopedias, newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends. The librarian is available to assist you with learning resources and data search.

Our physical, on-site library uses the honor system to allow students to check out books from the library. With this system, students are trusted to sign out the books they checked out and to promptly return the books within 3-weeks checkout period.

The Library also offers students electronic resources via our online library through LIRN (Library and Information Resources Network). With this online library, there are tens of thousands of materials in various formats readily available to students to access anywhere with internet connection: ebooks, e-journals, and videos/music/images.

To access your subscription, go to the LIRN homepage at <https://www.lirn.net> and select the "Databases" button or go directly to <https://www.lirn.net/databases>; Enter institution LIRN ID when prompted. Once you have logged in, the resources you have subscribed to will appear on the LIRN Gateway Menu.

Note that on the LIRN Gateway Menu, there is a search box that allows your students to directly query across vendors using our federated search service, LIRNSearch.

The default view for your subscription is the Subject view. You can change this view during your current session by clicking on one of the other tabs (alphabetical, simple, vendor).

Our Librarian staff has composed a YouTube Video that you might find useful. This can be found on the LIRNotes channel (<https://www.youtube.com/watch?v=n17tjhNMyFo>).



Library and Information Resources Network

The Classification System

Campus library uses the Library of Congress classification system (LC).

This system of classification is used by most college and School libraries. The LC system arranges materials into subject areas and allows books or media on the same subject to be placed together on the shelves. Each item is assigned a call number which consists of a series of letters and numbers:

EXAMPLE: GV broad subject--RECREATION

995 further identifies the subject

.B37 B is the first letter of the author's last name, 37 further identifies the author

Once you have identified a call number, you can locate materials in separate areas of the Library. Generally, these areas are circulation, reference (REF or R) and media (VCR, VCT, DVD, EQ).

NOTE: Oversize books are shelved in a separate area. Ask for assistance when looking for these books.

Reference and audiovisual materials let you know that they are shelved separately from circulating books because they have REF or other collection code above the call number. When you find the correct area, each shelf has designated signs with letters/numbers on the end panels. Locate the first letter of the call number (B for example) on the end panel. Then look for the second letter, if there is one. A single letter B would come before BC. BJ would come before BT, etc.

Follow these two rules when you encounter decimals in a call number:

1. Numbers that follow a decimal are read as whole numbers.
2. Numbers that follow a decimal are read as decimals.

EXAMPLE:

B	BC	BJ	BT	BT	MT
123	11	222	160.4	16.48	881.7
.R4	.K2	.T31	.T62	.Z21	.A43

GUIDE TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A. General Works

AE - Encyclopedias
AI - Indexes
AM - Museums
AP - Periodicals
AS - Academics
AY - Yearbooks, almanacs

**B. Philosophy,
Psychology, Religion B -**

History & systems of
philosophy
BC - Logic
BD - Speculative philosophy
BF - Psychology
BH - Aesthetics
BJ - Ethics
BL - Religions, mythology,
rationalism
BM - Judaism
BP - Islam, Bahaism,
Theosophy
BR - Christianity (General)
BS - The Bible
BT - Doctrinal theology
BV - Practical theology
BX - Denominations and
Sects

C. Auxiliary Sciences of History

CB - History of civilization &
culture
CC - Archaeology (General)
CD - Diplomacy, archives,
seals
CE - Chronology
CJ - Numismatics
CN - Epigraphy CR
- Heraldry
CS - Genealogy
CT - Biography (General)

D. History - General & Eastern

D - History (General)
DA - Great Britain
DB - Austria,
Czechoslovakia, Hungary
DC - France
DD - Germany
DE - Mediterranean, Greco-
Roman world
DF - Greece
DG - Italy
DH - DJ: The Benelux
DK - Russia
DL - Northern Europe
DP - Spain, Portugal
DQ - Switzerland
DR - Eastern Europe; Turkey
DS - Asia
DS520-DS689: Southeast
Asia
DT - Africa
DU - Oceania, Australia, N.Z.
DX - Gypsies

E & F. History -

Western Hemisphere E -

America (General), U.S.

F1-F975 – U.S. local history

F1001-F1140 - Canada F1201-

F1392 - Mexico F1401-F3799

- Central and South American,
the Caribbean area

G. Geography,

Anthropology,

Recreation

5G - Atlases, Globes, Maps

GA - Mathematical geography,
cartography

GB - Physical geography

GC - Oceanography

GF - Human ecology

GN - Anthropology

GR - Folklore

GT - Manners and customs GV

- Sports and recreation

GV1580-GV1799 – Dance

H. Social Sciences and

Business

H - Social Sciences (General)

HA - Statistics

HB - Economic theory

HC - Economic history

HD - Land, agriculture,
communication

HE - Transportation

HF - Commerce

HG - Finance

HJ - Public finance

HM - Sociology

HN - Social history

HQ - Social groups; the
family, marriage, women

HS - Societies and clubs

HV - Social pathology,
criminology, welfare

HX - Socialism, communism,
anarchism

J. Political Science

J - Official documents

JA - Collections and general
works

JC - Political theory

JF - Constitutional history

JK - U.S. constitutional
history

JS - Local government

JX - International law &
Relations

L. Education

L - Education (General) LA
- History of education LB -
Theory and practice LC -
Special aspects
LD - Individual U.S.
institutions
LH - College/school
publications
LJ - Student fraternities &
societies
LT - Textbooks (General)

M. Music

M - Music (General)
ML - Literature of music MT
- Music instruction and Study

N. Fine Arts

N - Visual arts (General)
NA - Architecture
NB - Sculpture
NC - Drawing, design,
illustration
ND - Painting
NE - Print media
NK - Decorative arts, applied
arts
NX - Arts in general

P. Language and Literature

P - Linguistics
PA - Greek and Latin PB -
Modern European languages;
Celtic languages PC - Romance
languages PD - Old Germanic
and Scandinavian languages
PE - English language
PF - Dutch, Flemish, German
languages
PG - Slavic languages and
literature
PJ - Middle Eastern
languages and literature
PK - Indo-Iranian languages
and literature
PL - East Asian, African, and
Oceanic languages and
literature
PM - American Indian;
artificial languages
PN - Literature, literary
history and collections
PN1993-PN1996 - Motion
Pictures
PQ - Romance literature
PR - English literature PS -

American literature PT -
Germanic literature PZ -
Children's literature

Q. Science

Q - Science (General)
QA - Mathematics
QB - Astronomy
QC - Physics QD
- Chemistry QE -
Geology
QH - Natural History
(General) QK
- Botany QL -
Zoology
QM - Human Anatomy
QP - Physiology
QR - Microbiology

R. Medicine

R - Medicine
RA - Public aspects of
medicine
RB - Pathology
RC - Internal Medicine
RD - Surgery
RE - Ophthalmology
RF - Otorhinolaryngology
RG - Gynecology and
obstetrics
RJ - Pediatrics
RK - Dentistry
RL - Dermatology
RM - Therapeutics;
pharmacology
RS - Pharmacy and material
medica
RT - Nursing
RX - Homeopathy
RZ - Other systems of
Medicine

S. Agriculture

S - Agriculture (General)
SB - Plant culture
SD - Forestry
SF - Animal culture
SH - Aquaculture, fisheries,
fishing
SK - Hunting

T. Technology

T - Technology (General) TA
- Engineering (General) TC -
Hydraulic engineering TD -
Environmental technology
TE - Railroad engineering
TG - Bridge engineering

TH - Building engineering
TJ - Mechanical engineering
and machinery
TK - Electrical engineering;
electronics
TL - Motor vehicles;
aeronautics; astronautics TN
- Mining engineering;
metallurgy
TP - Chemical technology
TR - Photography
TS - Manufactures
TT - Handicrafts; arts and
crafts
TX - Home economics;
Cooking

U. Military Service

UA - Armies
UB - Military administration
UC - Maintenance and
transportation
UD - Infantry
UE - Cavalry; armored and
mechanized Cavalry
UF - Artillery
UG - Military engineering
UH - Other services

V. Naval Science

VA - Navies
VB - Naval administration
VC - Naval maintenance
VD - Naval seamen
VE - Marines
VF - Naval ordinance
VG - Minor services of navies
VK - Navigation. Merchant
marine
VM - Naval architecture.
Shipbuilding. Marine
engineering.

Z. Library Science

If you cannot locate the books you want, remember:

1. Double check the call number.
2. The book may be slightly out of place; look in the vicinity of its placement.
3. The book may be checked out; you may want to put a hold on it if you cannot locate a suitable substitute in the stacks.
4. Ask the library staff for assistance.

Circulation Services

Circulation Period:

Students Circulation Period-books can be checked out for three weeks.

Faculty is asked to return items as soon as possible once they have completed using them. Reference books and periodicals do not circulate. They are for library use only.

Media-Audio Visual materials - can be checked out by faculty and staff members only. These items are loaned until the end of the term. Faculty is asked to return items as soon as possible once they have completed using them. These items cannot be checked out to students, but may be used by students in the library.

Reserve books -books are "in-library use only", overnight (due by 9:00 a.m. the following day), or as specified by instructor.

Personal Hold Requests

Students, faculty, and staff may request that a circulation item be held for them if the item has been checked out and unavailable. These holds can be placed by asking the librarian. You will be notified when the item is returned to the library and is available to you.

Fines and Overdue Materials

At the end of each semester, faculty overdue notices are sent to those faculty members who have failed to return books and other materials to the library. However, faculty and staff borrowing privileges may be suspended when materials have not been returned after one academic year. The prompt return of materials is necessary if the library is to give you and others quality service. Fines are imposed on the late materials as follows:

Three-week check-out of Books-.25 cents per day per book

Reserve check-out of materials - \$2.00 per hour, per item

Lost Items

If a book is lost, the user should inform the library staff immediately. The student will be charged the replacement cost of the book plus a \$10.00 processing fee.

Copier

Copiers with enlarging and reduction features are located in main school office. The cost is ten cents per page.

Reference Services

Reference Collection

Books in this area contain specific factual information and are not usually read cover-to-cover. Information in a reference work, which may be single or multi-volume, is usually presented alphabetically or topically, often with thorough indexes at the end of the work and instructions for use at the beginning. The staff will gladly assist students in locating reference materials.

Using Reference Materials – What are reference materials?

Reference materials are books that can be used by itself as a source of information without use of a second source of information. (Although a reference book may refer or lead to another source of information, which is not its main purpose.) Reference books usually include access components such as indexes that lead to information elsewhere in the book itself, rather than to other sources of information. In many cases, reference books cannot be used effectively without using access points included in the reference book. It is therefore, important to look for indexes and other access keys in reference books. The library's reference collection contains many books that will be useful in research. The librarians can help you identify and use the most useful of reference books such as Dictionaries, Encyclopedias, Biographical Sources, Almanacs, Statistics, Specialized Encyclopedias, Chronologies, Atlases, Handbooks, Directories, and Compilations.

Periodical Collection

The library currently subscribes to a variety of periodicals, including professional and technical journals, newspapers and popular magazines, which support the college's curricula and assignment. Current periodical issues are on display. Faculty is encouraged to work with the Library to develop assignments that will introduce students to the professional journals in their area of study. A list is also available in the library.

Periodicals are works which appear "periodically", such as newspapers, magazines ("popular") and journals ("scholarly"). Such sources will provide more up-to-date information than books.

Multimedia Services

Multi-media items available for use in the library include DVDs, VCR Cassettes, transparencies, audiocassettes, slides, records, and other items. These are for use in the Library, and can be located like any other item through use of the OPAC card catalog. Please contact with the library staffs for assistance in finding these materials.

Equipment items are loaned to faculty for classroom use. An AV Materials Reservation Form is available for faculty use on the library web site. Faculty is encouraged to reserve equipment at least two days in advance. Please ask your campus librarian for additional information.

Special Library Services

Interlibrary Loan

Interlibrary loan is the process by which a library requests material from or provides material to another library. The purpose of interlibrary loan is to obtain material not available in the user's local library. Interlibrary loan service is available to all current students, faculty, and staff. Guest borrowers and alumni should use interlibrary loan service available at their local public library or the academic library at their place of study.

Borrowing Restrictions

The library determined borrowing restrictions by the type of materials or any other conditions to allow circulation. Most books, magazine, and journal articles can be requested through interlibrary loan.

Copyright Issues

Copyright law limits the number of photocopied articles that can be borrowed through Inter Library Loan. Once we have reached our limit, we will inform you what the closest library owning that title is.

Initiating Requests

Borrowers are expected to check the Library catalog and periodical databases prior to initiating a request to make sure we do not already own or have access to the item. Submit an interlibrary loan form for each item requested. Give complete and accurate information. Turn in your form at the Circulation desk. Student requests are limited to 5 items per month. The length of time needed to obtain materials varies. Most items can be obtained in about 10 days. There are times when materials arrive earlier and times when it takes longer. Please plan accordingly.

Note: Faculty, staff, and students enrolled at other institutions of higher education are encouraged to explore the availability of collections and services at their place of study.

Notification & Use of Items

When your interlibrary loan arrives, we will call you. You can pick up your item at the Circulation desk. The loan period and any restrictions are set by the lending library. The loan period is usually about 3 weeks. Photocopies of articles are yours to keep. Interlibrary loan items must be returned to the Circulation desk. Patrons are responsible for any damaged or lost materials. Abuse of interlibrary loan policies by any patron will result in suspension of all library privileges.

Renewals

Library items may be renewed twice, if there is no hold request. Items can be renewed any time before they are due.

Charges

In general, there is no charge. We make every effort to borrow from the library that does not charge; however, there are cases when this is not possible. In this case, we will notify you of any charges before we process your request. You are responsible for all costs incurred.

Ask a Librarian

Have a question? This service is available to all students. You ask question in person, by phone, or by email.

Library Orientations / Information Literacy Instruction

The librarian offers Orientation Programs, Library Workshops, and Information Literacy Instruction for classes and individuals upon the request. Basic information about the library, general policies, the Library of Congress Classification system, copyright, plagiarism, research methods and the various services provided are discussed during this instructional sessions. Faculty members are asked to give a written notice to the librarian at least one week before the date for instruction.

Course Reserves

Faculty may place items from the library collections on reserve, or offer items to be held on reserve for student use as related to a specific course. Faculty members should meet with the Campus Librarian to make any necessary arrangements.

Purchase Recommendations

Faculty members are encouraged to recommend items to be added to the collections. All purchases made will be consistent with the college's collection development/management policies.

It is the policy of the school that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.