



# **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.