



Library Handbook

2010-2011

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Introduction

Carolina Evangelical Divinity School is a Friends divinity school positioned to provide graduate theological education for men and women from multi-denominational backgrounds. The mission of Carolina Evangelical Divinity School is to cooperate with the Holy Spirit as he forms students spiritually, intellectually, and vocationally to shepherd God's people with integrity of heart and lead them with skillful hands (Psalm 78:70-72).

The library supports the educational mission of the divinity school by providing the necessary research materials to undergird the curriculum, as well as the necessary atmosphere and equipment needed in the pursuit of knowledge.

Goals

- Develop and maintain a balanced collection in keeping with the philosophy of the institution and the guidelines established in the collection development policy.
- Pursue the necessary funding to collect a current and retrospective collection that provides for the best scholarship available in the various divisions of study offered by the institution.
- Provide avenues for resource sharing to broaden the scope of research for the library patron.
- Engage in a continuous effort of evaluation to ensure the balance, currency, and effectiveness of the collection.
- Maintain the standards established by the accrediting association(s) for the institution and its library through written policies and procedures.

Objectives

- Select and collect current and retrospective materials in various formats that will enhance the collection.
- Provide instructional and reference resources, along with assistance, that will meet the needs of the library patron.
- Contribute to the student's educational experience through introductory programs and specialized bibliographic instruction.
- Provide adequate access to materials to meet the needs of the divinity school community.

Location

The library's general collection is located in the stack room of the main corridor of the divinity school, across from the offices of the Director of Student Records and the Business Manager. The reference collection is housed in the study room located next to the office of the Vice President for Academics. The Director of Library Services' office is across from Classroom B.

Access

Library patrons may enter the library and/or reference room only when a library staff person or

designated faculty member/school administrator is present. Library materials may be checked in or out to patrons only by one of the above.

Hours

The library is available to students, faculty members, and other patrons during the following hours:

Monday	9:00 a.m. until 6:00 p.m.
Tuesday	9:00 a.m. until 6:00 p.m.
Wednesday	9:00 a.m. until 5:00 p.m.
Thursday	9:00 a.m. until 5:00 p.m.
Friday	Closed

Resources

Collections

The collection is divided into two (2) main categories: reference and circulating.

Reference – This section includes encyclopedias, dictionaries, indexes, bibliographies, concordances, commentaries, lexicons, Bibles, and atlases. All the books can be identified by the "R" before the call number. Reference material is not available for check out.

Circulating Collection – The general collection is located in the stack room and is available for circulation to divinity school students, faculty, staff, alumni, and friends. Patrons may borrow materials for three (3) weeks and may renew the material one (1) time for an additional three (3) weeks. Patrons must renew borrowed materials in person or by email. Telephone renewals are not accepted. Late fines will begin to accumulate at the end of the three-week period. Fines for the circulating collection are twenty (20) cents a day. Borrowing privileges may be suspended if fines go beyond \$20.00 or the materials have been out longer than six (6) weeks. Fines and/or responsibility for replacement will be assessed according to the circulation record.

Reserve Materials – Materials identified in course syllabi as "reserve" are kept in the library's reference room. Access to reserved material is "staff only." Please ask a staff person for help. Circulation is limited according to the instructor's restrictions. Materials that may be checked out for a short time are due back by 9:00 a.m. the following business day. Fines for reserve materials are twenty-five (25) cents an hour beginning at 9:01 a.m. The checking out of reserve materials is limited to the divinity school student population.

Non-Book

Non-book resources are as follows:

- **Periodicals** – The library subscribes to a number of periodicals. All periodicals and their indexes are located in the stack room. These indices are listed by subject and author. In-house periodical indices list all the library's holdings. New arrivals are shelved alphabetically in the middle cases in the stack room. Back issues are classified and found in the collection. Periodicals may circulate and are subject to all regulations that govern books.
- **Audio Materials** – Audiotapes and CD's are located in plastic holders and shelved with the circulating collection according to subject. The computer catalog will indicate a tape by the word [audio] after the author. Audio materials may be checked out and are subject to all the regulations that govern books.
- **Video Resources** – Video resources are located in the stack room. Video holdings are listed in the catalog with [video] on the author line. Videos circulate for seven (7) days only.
- **Vertical File** – Materials designated for vertical file are located in the filing cabinet in the Director of Library Services' office. These materials may not be checked out.

Online Public Access Catalog – The library collection can be searched using the OPAC found on the divinity school website.

Databases and Electronic Books

NC LIVE – NC LIVE is a statewide collaborative among the nearly 200 public and academic libraries in North Carolina. The organization includes the libraries of the University of North Carolina System, North Carolina Community College System, the public libraries of North Carolina, serving all 100 counties, and the North Carolina Independent Colleges and Universities.

NC LIVE provides the people of North Carolina with online access to a large and diverse collection of resources aimed at serving educational, economic, and informational needs of everyday life.

With content and indexing from more than 50,000 newspapers, journals, magazines, encyclopedias, e-books, e-audio, and streaming video titles, NC LIVE offers users the highest quality, most authoritative resources in the information market place. Students, faculty, and staff from any of North Carolina's community colleges, independent colleges and universities, and public universities, as well as patrons from the state's public libraries can all of NC LIVE's content at no cost."

Divinity school students can access NC LIVE's databases by requesting the institution's password from the Vice President for Academics office.

Digital Libraries – Thousands of full text theological works are now available at no charge through internet libraries.

- **Christian Classics Ethereal Library** – The Christian Classics Ethereal Library is a digital library of hundreds of classic Christian books selected for edification and education.
- **Digital Book Index** – Digital Book Index provides links to more than 145,000 full-text digital books from more than 1,800 commercial and non-commercial publishers, universities, and various private sites. More than 1,00,000 of these books, texts, and documents are available free, while many others are available at very modest cost.
- **Digital Quaker Library** – DQC is a digital library containing full text and page images of over 500 individual Quaker works from the 17th and 18th centuries.
- **Universal Digital Library** – The mission is to create a Universal Library which will foster creativity and free access to all human knowledge. As a first step in realizing this mission, it is proposed to create the Universal Library with a free-to-read, searchable collection of one million books, available to everyone over the internet. Within 10 years, it is our expectation that the collection will grow to ten million books. The result will be a unique resource accessible to anyone in the world 24x7, without regard to nationality or socio-economic background.
- **University of Pennsylvania** – The Online Books Page is a website that facilitates access to books that are freely readable over the Internet.

Online Journals – Students will find an extensive listing of online journals provided on the divinity school’s website (www.ceds.edu).

Charlotte Theological Library Consortium

CEDS joined the consortium in 1998. Member institutions include Gordon-Conwell Theological Seminary (Charlotte), Hood Theological Seminary (Salisbury), John Wesley College (High Point), Reformed Theological Seminary (Charlotte), Southern Evangelical Seminary (Charlotte), and Union Theological Seminary-PSCE (Charlotte). The consortium itself is a member of the American Theological Library Association.

Consortium schools agree to abide by the following policies:

1. Circulating materials may be borrowed by duly certified faculty, students, and staff of member schools from any member library in accordance with the borrowing regulations of the lending library.
2. Borrowers are responsible for learning circulation and access regulations at the respective institution's library. Borrowers agree to be governed by those regulations.
3. Patrons need to borrow books in person. Libraries are not expected to answer telephone queries or provide materials by mail, except for inter-library loans requested through standard ILL request forms.
4. Member libraries will maintain a current written statement of their policies in their public service area.
5. Users of any consortium library are subject to all fines, rules and regulations of the servicing library. Patrons will be notified of overdue material by the library from which the material was borrowed.

Directions to member libraries, descriptions of each library’s resources, hours of operation, and contact information can be found at www.atla.com/ctlc/ctlc.html. Divinity school students must show their Student Identification Card. Use of consortium libraries is free of charge to CEDS students.

Articulation Agreements

In addition to the CEDS library and public libraries in the Piedmont, students at the divinity school have access to major theological collections across the state through articulation agreements developed by divinity school personnel.

Elon University – Belk Library has extended “Community Borrowing Privileges” to students and faculty at the divinity school through their Friend of the Library program.

How can I become a Friend of the Library?

Simply ask to become a Friend at either the Circulation Desk or the Information Desk, and a staff member will assist you with the process. The membership fee is \$25 per year.

What can be borrowed?

- Circulating books
- Music CD's
- Audiotapes
- VHS
- Audiobooks
- Scores

How long are they loaned?

Most items may be checked out for thirty (30) days and may be renewed three (3) times if not needed by another patron. The exceptions are Audiobooks, which may be checked out for two (2) weeks and renewed once, and scores, which may be checked out for three (3) days and renewed twice. Borrowers are responsible for all library materials checked out on their account.

What cannot be borrowed?

DVDs	Reference Books
Items on Course Reserve	Media Equipment
Magazines	Newspapers

Is there a limit to how many items may be checked out?

Friends of the Library may check out a maximum of twenty-five (25) items at one time, except for Audiobooks, which are limited to a maximum of two (2) at one time. Library staff reserves the right to limit the number of items at any time if demand warrants.

What happens if my material is overdue?

Patrons will receive a courtesy notice before an item is overdue. Items not returned and considered lost will be billed at the rate of \$60.00 per item (\$50.00 cost of the item, plus a \$5.00 processing fee and a \$5.00 non-refundable billing fee). Length of time between notices varies based upon the length of the loan. All borrowing privileges are suspended until overdue materials are returned. Community borrowers who have excessive outstanding obligations will not be eligible to renew their membership.

Special Collections in the Belk Library include the following of interest to divinity school students...

Church History Collection – The Church History collection contains materials relating to the Christian Church (O'Kelly) and the Southern Conference of the Christian Church. The collection consists of church histories, biographies, The Christian Sun, The Christian Annual, Minutes of the Southern Conference and published materials related to the Christian Church (O'Kelly) and Christianity. Most materials predate 1957, the time when the Congregational Christian Church merged with the Evangelical and Reformed Church to form the United Church of Christ.

William Sloan Bible Collection – This collection of rare and unique Bibles was donated to the library in 1988. William Sloan was a professor of Bible and religious education at Elon College from 1947 to 1972. After leaving Elon, Mr. Sloan and his wife, Bessie Pickett Sloan, travelled to various areas in the world such as Russia, Africa, and Europe—collecting Bibles along the way. About 50 books make up the collection, including New Testaments printed in languages such as Swahili and Icelandic.

Hours of operation are:

Monday	7:30 am – 1:00 am
Tuesday	7:30 am – 1:00 am
Wednesday	7:30 am – 1:00 am
Thursday	7:30 am – 1:00 am
Friday	7:30 am – 9:00 pm
Saturday	9:00 am – 9:00 pm
Sunday	10:00 am – 1:00 am

Elon University is located in Elon, just outside the city of Burlington, NC. Additional information concerning the Belk Library, as well as a catalog search of its holdings, can be found at <http://www.elon.edu/e-web/library/find/findhome.xhtml>.

Friends Historical Collection – Located in the Hege Library at Guilford College in Greensboro (5800 West Friendly Ave.), the FHC is one of four Quaker archives nationwide and is the official depository for the records of North Carolina Yearly Meetings (FUM and Conservative) and their constituent meetings. Book and manuscript holdings are extensive, covering history, theology, and genealogy. Students pursuing Quaker Studies will find the collection the starting point for their research.

The Friends Historical Collection Research Room is open to the public Tuesday through Friday from 9 a.m. to noon and 2 p.m. to 5 p.m. It is closed on Mondays, weekends, and major holidays. Those wishing to consult specific manuscript collections or artifacts should make an appointment with the librarian.

John Wesley College – The college, which recently celebrated its seventy-fifth anniversary, is rooted in the Wesleyan-Arminian tradition and is a storehouse of research treasures for students from that background. The library, located on the first floor of the Norman Carter Administration Building (2314 North Centennial St., High Point), is home to over forty thousand (40,000) volumes, most of which are ministry oriented. The library's electronic catalog can be accessed at: <http://athena.johnwesley.edu/athcgi/athweb.pl>

Hours of operation are:

Monday	8:00 am – 9:00 pm
Tuesday	8:00 am – 9:00 pm
Wednesday	8:00 am – 5:00 pm
Thursday	8:00 am – 9:00 pm

Friday	8:00 am – 2:00 pm
Saturday	10:00 am – 2:00 pm

Divinity school students must show their Student Identification Card. Use of the college library is free of charge to CEDS students.

Piedmont Baptist College – The college’s George M. Manuel Library (located at 420 South Broad St. in Winston-Salem) houses over fifty thousand (50,000) volumes and one hundred fifty (150) periodicals. The *Library Handbook* can be accessed at: <http://www.pbc.edu/ps/forms/Library%20Handbook.pdf>. Divinity school students will not, because of licensing restrictions, be able to use the databases to which the library subscribes but will otherwise have the privileges enjoyed by PBC students. Checkout is for two (2) weeks.

Hours of operation are:

Monday	7:30 am – 9:00 pm
Tuesday	7:30 am – 9:00 pm
Wednesday	7:30 am – 5:00 pm
Thursday	7:30 am – 9:00 pm
Friday	7:30 am – 5:00 pm
Saturday	10:00 am – 2:00 pm

Divinity school students must show their Student Identification Card. There will be a one-time \$5 processing charge.

Shepherd’s Theological Seminary – Located on the campus of Colonial Baptist Church in Cary (6051 Tryon Rd.), Shepherd’s Theological Seminary is home to the Paul K. Jackson Library which houses over twenty-four thousand (24,000) volumes. Eighty-six percent (86%) of the volumes focus on Bible, Theology, Church History, Practical Theology, and Biblical Languages. The holdings of the library can be searched by OPAC at <http://weblibrary.shepherdsseminary.org/opac/shepherds/>. The library subscribes to over forty (40) scholarly journals and has study areas, including carrel computers with Logos Gold, Logos On-line Seminary Library, Logos Theological Journals Library, and many other digital resources.

Hours of operation are:

Monday	9:00 am – 9:00 pm
Tuesday	9:00 am – 9:00 pm
Wednesday	9:00 am – 9:00 pm
Thursday	9:00 am – 9:00 pm
Friday	9:00 am – 9:00 pm
Saturday	9:00 am – 12:00 pm
Sunday	12:00 pm – 6:00 pm

Divinity school students must show their Student Identification Card. There is no charge for using the library. Books may also be obtained from STS through inter-library loan. See the

CEDS librarian for additional information.

Equipment

Laptop and Data Projector – Usage of the laptop and data projector is as follows:

- Only current employees at CEDS will be permitted to sign out and use the projector. Users must read *Setup & Guide* and reserve the equipment one week in advance by emailing or calling the Director of Library Services.
- Usage will be limited to four (4) hour blocks.
- Usage is limited to on-campus events.
- Usage must be for CEDS business/events.
- Users will share full responsibility for proper use, damage, and loss.
- Failure to comply will result in forfeiture of privileges.

Photocopier – The divinity school's photocopier is available only to faculty and staff. Students may request a professor to make class-use copies at the rate of twenty-five (25) cents per page, payable to the professor at the time of use.

Policies

General

- Leave the re-shelving of materials to the library staff.
- Observe signs for quiet study areas.
- Turn off cell phones while in the library and/or reference room.
- The library (and divinity school) is a smoke-free environment.
- Refrain from defacing library materials or property.
- Food and drink are not allowed in the library. There is a student lounge at the end of the hall. Please use it.

Circulation

Students – The following policies must be observed:

- Materials available for circulation must be signed out using a student’s assigned ID code and card.
- Users must complete a *User Information Form* before materials can be checked out.
- Books are borrowed from the library for a maximum of three (3) weeks. One (1) renewal is allowed.
- Videos must be returned within seven (7) days. A video series can be reserved in advance for a longer period of time.
- Fines for overdue materials accrue at twenty (20) cents per day per item. After three (3) notices, borrowing privileges will be suspended until materials are returned and adequate payments made.
- Lost or damaged materials will be charged to the student at the replacement cost plus a processing fee.
- Fines and charges that are not paid promptly to the library will be placed on the student’s divinity school account and treated as an unpaid balance. This charge will prevent the student from taking final exams and the divinity school from releasing grades and transcripts.
- Reference materials may not be removed from the library under any circumstances.

User Policies – The following policies must be observed:

- Materials available for circulation must be signed out using the user’s assigned ID code and card.

Patron Type	Library Item	Loan Period	Maximum Items
Faculty	Books	9 weeks	10
	Audios/Videos	9 weeks	3
Staff	Books	3 weeks	7
	Audios/Videos	1 week	2
Students	Books	3 weeks	7
	Audios/Videos	1 week	2

Alumni	Books	3 weeks	3
	Audios/Videos	1 week	2
Community Users	Books	3 weeks	3
	Audios/Videos	1 week	2

- Damage to materials will be evaluated and the borrower will be notified of replacement and/or repair costs as well as processing fees.
- Fines accrue at twenty (20) cents a day per item. Borrowing privileges will be suspended and the individual notified by mail if fines exceed \$20.00 or materials have been checked out longer than six (6) weeks.

Patron Confidentiality

As a result of the events occurring on 11 September 2001, Congress enacted the *USA Patriot Act* (Public Law 107-56). The American Library Association and other library professionals have voiced concern over increasing visits to libraries by law enforcement agents to obtain library surveillance and other information concerning possible computer crimes, e-mail threats, and violations of laws addressing online obscenity and child pornography.

The divinity school library subscribes to the policy that its circulation records and other information that links a patron with specific materials or services are confidential in nature. In accord with established principles and best practices throughout the library professional community, staff members may not release the names of borrowers who are using or who have used library materials or services. Exceptions are made only upon court order, subpoena, or warrant, or when deemed necessary by divinity school administrators for internal investigations. Any warrants will be referred to the divinity school's president and/or Vice President for Academics for authenticity for action.

Collection Development

Selection

Selection Responsibility – Faculty members, department heads, staff, administration, and students are encouraged to make recommendations for materials. These recommendations are submitted to the Director of Library Services. Upon submission, the Director of Library Services will determine if: 1) the material is already in the collection, or 2) if the material is available, or 3) if the material falls within the selection criteria for the collection. If the above criteria are met, then the material will be placed on a request list.

The ultimate responsibility for the quality and balance of the collection rests with the Director of Library Services. The Director of Library Services must approve all decisions for selection and acquisition.

Faculty Recommendations – Faculty recommendation procedures are as follows:

- Faculty requests can be submitted at any time.
- Faculty may use publisher's catalogs and circle items for consideration or submit the author, title, publishers, and ISBN on a piece of paper or via the email.
- Upon receipt of the requests, the library staff will review and notify the faculty member if:
 - The material is in the collection.
 - The material does not meet the criteria for selection.
 - The material is out of print and cannot be obtained from out-of-print sources.
 - Budget allocations are sufficient or insufficient for the request.
 - The material is on order and has a predetermined arrival date.

Selection Criteria – The following criteria will be considered for selecting and acquiring materials:

- **Scope** – Primary attention will be given to the support of the curriculum of Carolina Evangelical Divinity School. Areas outside of the range of the curriculum will be supported minimally with reference tools such as handbooks, encyclopedias, and dictionaries. The library does not intend to compete with local public libraries in collecting materials of a recreational nature.
- **Value** – The selection process shall give major consideration to the authority, accuracy, timeliness, and reputation of the author and publisher. Evaluation of the material may be made through the use of reviews, bibliographies, and/or professional judgment of the faculty and professional librarian.
- **Format** – The library may collect and preserve materials in any type of format that can be adapted or used in the present library facilities. This includes print, cassettes, video, manuscripts, microforms, slides, computer software, and various other audio/visual formats.

- **Duplication** – Only one (1) copy of an item will be purchased. There are occasions when duplicates are acquired through donated items. The Director of Library Services will determine the retention of these items based on usage and age.
- **Categories Not Acquired** – 1) Materials that are excessively priced, particularly rare, out of print, antiquarian books, 2) textbooks of a general survey nature published for classroom use, and 3) foreign language materials for which neither faculty nor students have reading skills.

Selection Levels – Materials that do not directly support the curriculum will be collected from the minimal to basic range. Minimal provides for the specific reference tools or well-known classics. Basic provides for materials that introduce and generally define the subject.

Curricular support materials will be collected in the range of initial to advanced study. This range provides for support of the course work with emphasis on the graduate level.

Selection Aids – Numerous materials are used as selection aids for acquisitions. These include specialized bibliographies, reviews, recommendations, reputable publisher announcements, faculty reading lists. Suggestions from all library patrons are welcomed.

Selection of Serial and Indices – Serials are purchased or gift subscriptions are accepted for the following reasons:

- To provide current information in the various fields of study.
- To provide information not available in any other format.
- To offer current scholarship for the faculty in various fields of study.
- To provide current news items, religious current events, and cultural exposure.

Suggestions for new serial subscriptions should be submitted in the fall of the year to be considered in the next annual budget. These suggestions will be evaluated by the following criteria:

- Curriculum support.
- Number of serials currently subscribed to in that field.
- Accuracy and objectivity of the serial.
- Accessibility of the serial through indexes.
- Cost of the subscription in relation to its use.

Subscriptions identified for deletion will be discussed with the appropriate department head before the final decision is made.

Collection Maintenance

Evaluation – A growing collection requires systematic and periodic evaluation. There are three (3) evaluative approaches. The first involves the curriculum. The various courses are matched

to the appropriate subject. Quantity, scope, and publication dates are evaluated to determine coverage and needs.

The second approach involves the use of specialized bibliographies. A select list is used and matched to the current holdings. Areas of strengths and weaknesses are noted and selection lists are developed to increase holdings in the appropriate areas. These bibliographies also help to determine what gift materials will be kept and what will be discarded.

The third approach involves the user. Surveys for students and staff are distributed yearly to evaluate collection strengths and weaknesses, hours of operation, and staff effectiveness.

De-selection – Materials can be designated for weeding by the library staff or faculty members. The following is the criteria for de-selection:

- Does the library possess a later edition or superior revision?
- Is the material outdated?
- It is relevant to the present curriculum?
- Are multiple copies available?
- Is the material in need of repair or beyond repair?
- What is the circulation history?

Inventory – A systematic, rotating inventory is done over a period of two (2) years. In this way, some area of the collection is always involved in inventory. Any items identified as missing are removed from the database. A lost list is checked against gift material. Items that meet replacement criteria are placed on an acquisition replacement list. Funds for replacement may come from the library's annual budget or from the fines collected from users.

Replacement – Replacement of lost and/or damaged items is not always automatic. Several factors are considered:

- Duplicate copies.
- Adequate coverage of the area without the item.
- Materials of better quality in place.
- Circulation history.
- Item availability.

Conservation and Preservation – The library follows these general policies to preserve the collection:

- Materials available in paperback will be covered with a laminate style covering.
- Hardback materials are preferable to paper unless the cost is prohibitive.
- Acid free products will be used for repairs.
- Dust jackets on new items will be covered.
- Humidity and temperature settings for the library will be kept as constant as the system allows.
- The library will be kept clean to avoid insect infestations.

- Materials that have become moldy or contain mildew will not be added to the collection. Items in the collection that have become diseased will be removed.
- The library will adhere to the divinity school's disaster plan to protect and retrieve all library items affected by natural or man-made disasters.

Gifts

Gifts of Materials –The library is frequently offered books and other materials. The following criteria have been established for gift materials:

- The Director of Library Services shall reserve the right to refuse gift materials that do not fall within the selection criteria or will not contribute to the mission of the library.
- If materials are accepted for consideration, that donor should be aware that:
 - The Director of Library Services shall determine the classification, housing, and circulating policies for all gift items.
 - The library reserves the right to dispose of duplicates or unneeded items as appropriate.
 - Gifts will be acknowledged with a letter from the Business Office. This letter will verify the number of items donated but the divinity school can make no tax evaluation.
 - Gifts, once accessioned, are subject to all policies governing materials.

Gifts of Funds – The library welcomes donations to the Friends of the Library. It should be understood that: 1) the Director of Library Services shall reserve the right for the disposition of these funds and 2) donations with strict or limiting restrictions or that do not fall within the collection development policy may be refused. In this event, suggestions will be made as to where the monies might prove more helpful and in keeping with the donor's wishes.

Special Collections – Any gifts of materials that would require special handling or display are considered a special collection. The library facility is not designed to handle large displays. If a special collection would be a substantial addition (over 3,000 usable items) and have materials that would be unique, the divinity school trustees would be asked to consider possibilities for inclusion. If a donor chooses, collections can be identified with bookplates and then integrated into the collection.

On Loan Items – Some faculty have placed materials on loan in the library. These are identified separately and are not part of the library inventory. Once materials are accepted on loan they are subject to the same rules for all library material until such time as the owner requests their return. On loan materials are normally placed in the reference room to reduce the possibility of loss.

Academic Freedom/Censorship – The primary function of the library is to support the curriculum. With this in mind, the collection development policy limits to some extent the scope and nature of the collection. Within this framework, care is taken to allow free access to materials that differ from, or be in opposition to, the doctrinal statement of the divinity school.

The library will make available to its users materials offering the widest variety of viewpoints, regardless of their popularity or the popularity of the author or authors.

The library shall seek to provide materials representing the best spokesperson in the areas, issues, or beliefs where there is honest disagreement.

The library will base selection on the criteria stated, regardless of the controversial manner or language which an author may choose to use in dealing with subjects of religious, political, economic, scientific, philosophical, or moral issues.

Criticisms or questions of reconsideration should be addressed to the Director of Library Services. A *Request for Reconsideration Form* may be obtained from the Director of Library Services. This form must be filled out and signed. It will then be submitted to a committee consisting of the President, Vice President of Academic Affairs, and the appropriate department head. The action taken will be shared with the one filing the request with a copy placed in the library office.