



LIBRARY HANDBOOK 2021-2022

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Introduction to the Library

Hello!

I'm Mrs. Williams, both your on campus and online librarian here at Shasta Bible College and Graduate School.

Hopefully we'll be able to communicate as you have questions and I try to answer them in a way that will benefit your research and studies here at Shasta Bible College and Graduate School and anywhere else!

The first step in this library instruction plan is getting familiar with the library web page.

Find the college web page (www.shasta.edu) and click on "Library"

Explore this page and see what you can figure out on your own. That's developing your thinking skills!

Questions? See me in the library if you're on campus. You can always email a question at

vwilliams@shasta.edu.

Online Access

Library Web Page (Opals)

- Start at the College Website: www.shasta.edu
- On the home page, click on the link to "Library"

This will take you to the Opals web page for our library from any computer linked to the internet anywhere—your dorm room or across the country. From here you can search our library holdings, both physical, hard-copy books, and eBooks.

Basic tabs in Opals:

- Home
- Search (Standard or Advanced)

Searching Periodical and eBook Database in OPALS:

- Go to the "Web links" section of the home page
- Then:
 - 001 Periodical and eBook database
 - Choose database
 - Explore the others. Decide if they can help you.

How to search databases (EBSCO)

Top right hand corner:

- Sign in
- Username: shastabile
- Password: sbc!22
- Then "Continue"
- Folder
- Preferences
- Languages
- Help

Click “Help” to view the tutorial on using research databases.

It will also show an index of instructions on other topics (such as using folders). Some students have found this very useful.

Online Databases

ATLA

- Index to religious and bible related periodical articles in both journals and magazines.

CPI

- Index to more conservative periodicals, many of which we subscribe to and are not indexed in ATLA.

eBooks

- The college eBook collection is accessed through the EBSCO platform, as the periodicals are.

On Campus Access

Resources

Reserve Books

- Books put on “Reserve” by faculty for certain classes. (Not to be confused with Reference section). Request at the circulation desk of the library. Usually will be “Library Use Only”

Reference Section

- A central information point of books that do not circulate, but are always on hand for patrons to use. Include encyclopedias, dictionaries, commentaries, etc.

General Collection

- The main collection of the library. Books may be checked out for three 3 weeks. Arranged by the Dewey Decimal System.

Christian Fiction Section

Children’s Collection

- Includes nonfiction, fiction, picture books.

Video Collection

DVD’s available for patrons’ use.

Curriculum Collection

- Sample secondary and elementary textbooks.

Periodicals

- Currently subscribe to various periodicals.
- The current issue is displayed in the Periodical rack. To be used in the library only.
- Desired articles should be photocopied.
- Back issues can be requested at the Circulation Desk.

Periodical Room

- Off limits to patrons. Request from the librarian what you want.

Photocopier

- Available for student use.
- .10 / page

Computers

- Available for student use

Borrowing and Circulation Procedures

Hours

- Monday - Friday 9:00am-4:00pm
- Arrangements can be made if you need the library at a different time.

Who may borrow

- Registered students
- Faculty
- Alumni
- Local church members
- See "Library" section in Student Handbook

Other Libraries

- Here in Redding, Simpson University and Shasta College announce on their web pages that local students may use their services.
- Redding Public Library is also available.
- If you are off-campus or living in a different location than Redding, find out what local libraries will be available for you.

Dewey Decimal Classification System

000 Generalities

- 000 Computer Science
- 020 Library & Information Science
- 030 General Encyclopedic Works
- 080 General Collections

100 Philosophy & Psychology

- 110 Metaphysics
- 150 Psychology
- 170 Ethics (Moral Philosophy)
- 180 Ancient, Medieval Oriental

Philosophy

200 Religion

- 210 Natural Theology
- 211 Concepts of God
- 213 Creation
- 215 Science and Religion
- 220 Bible
- 221 Old Testament
- 222 Historical Books of the Old

Testament

- 225 New Testament
- 226 Gospel & Acts
- 227 Epistles
- 228 Revelation (Apocalypse)
- 229 Apocrypha
- 230 Christian Theology
- 232 Jesus Christ & his family
- 234 Salvation (Soteriology) and Grace
- 236 Eschatology
- 239 Apologetics
- 240 Christian Moral and Devotional

Theology

- 241 Moral Theology
 - 242 Devotional Theology
 - 248 Christian Experience, Practice, Life
 - 250 Christian Orders & Local Church
 - 251 Preaching (Homiletics)
 - 253 Pastoral Office
 - 260 Christian Social Theology
 - 262 Ecclesiology
 - 265 Sacraments
 - 266 Missions
 - 270 Christian Church History
 - 272 Persecutions in Church History
 - 273 Heresies in Church History
 - 280 Christian Denominations & Sects
 - 281 Early Church & Eastern Churches
 - 282 Roman Catholic Church
 - 286 Baptists, disciples of Christ,
- ## Adventist
- 289 Other denominations & sects
 - 290 Other and comparative religions
 - 296 Judaism
 - 297 Islam
- ## 300 Social Sciences
- 330 Economics
 - 360 Social Services
 - 370 Education
 - 390 Customs, etiquette, folklore
- ## 400 Language
- 413 Dictionaries
 - 440 Romance languages (e.g. French)
 - 480 Hellenic languages (Classical Greek)

492 Hebrew

500 Natural Sciences & Mathematics

520 Astronomy

550 Earth sciences

570 Life sciences

590 Zoological sciences

600 Technology (Applied Sciences)

610 Medical sciences

630 Agriculture, Animals

640 Home Economics

670 Manufacturing

700 The Arts

740 Drawing and Decorative arts

750 Painting and Paintings

780 Music

790 Recreational & Performing Arts

800 Literature & Rhetoric

810 American Literature

820 English and Old English Literature

840 Literatures of Romance languages

880 Hellenic literatures (Classical Greek)

900 Geography & Travel

920 Biography

930 History of the Ancient World

950 General history of Asia & Far East

970 General history of North America