

Rebekah Horton

LIBRARY

Handbook

PENSACOLA CHRISTIAN COLLEGE

library.pcci.edu

Rebekah Horton Library Hours

Sun	1–5 p.m. 7:15–10 p.m.
M, T, Th	7:30 a.m.–10 p.m.
W	7:30 a.m.–5:30 p.m. 8:15–10 p.m.
F	7:30 a.m.–11 p.m.
Sat	9 a.m.–11 p.m.

For hour changes/closures, please check
library.pcci.edu.

Introduction

Library Mission

The mission of the library is to supplement and enrich classroom instructional effectiveness and learning at Pensacola Christian College and Pensacola Theological Seminary by providing a well-balanced collection of materials, suitable facilities to support research and learning, and accessible services to enhance the spiritual, intellectual, and personal development of the PCC community.

Library Materials

Pensacola Christian College does not necessarily endorse all the content of the materials in or accessible through the Rebekah Horton Library. It is understood that to meet certain academic standards and to provide items of various fields of research and content, the Rebekah Horton Library must of necessity have many items of different types. The position of Pensacola Christian College is well understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures.

The PCC library is named in honor of Mrs. Rebekah (Beka) Horton, PCC's cofounder, who over the years gave direction to the College and Pensacola Christian Academy libraries.

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General Information

Where to Find Help

Assistance with library services and resources is available from personnel throughout the library. Library assistants can be identified by green lanyards. Some workers may be reached via a “locator” button at the assistance desks throughout the library. If you are unable to locate a library assistant, please see the Circulation Desk (1st floor) for assistance.

The **online chat** is an easy way for patrons to get answers to a variety of questions. The chat button is located in the bottom right corner of the library website. Library personnel are available to respond weekdays from 7:30 a.m. to 5:30 p.m. If no one is available to chat, patrons may fill out the contact form, and a staff member will respond as soon as possible.

Things to Know

Students, faculty, and staff are expected to abide by all College policies while in the library.

1. **Main library entrance/exits** are on 1st floor. All other doors are alarmed and will sound if opened.
2. **Building closing announcements** will play 15 and 5 minutes prior to the library's closing. Patrons should follow directives given in the announcements.
3. **Reserve and Education Textbook Collections** items must remain on their respective floors except when overnight checkout is allowed.
4. Children third grade and under are not permitted to be in the library unless they are with a tour. Only children enrolled at PCA in grades 4–12 may use the College library. Additional guidelines are available at the Circulation Desk.
5. **Tape and various-sized staplers** are available for patron use at the Circulation Desk.

6. **Conference rooms** are available for academic and professional use any time the library is open. See the library website for more details.
7. **Single and small group study rooms** are located on the 2nd and 3rd floors and are not reservable.
8. The north elevator is for use by men; the south elevator is for use by women.

Using the Library

1. Do not reshelve any items that you take from the stacks. Leave library items on the book return carts located on each floor. Items that you have checked out must be returned to the Circulation Desk. Improperly returned items may result in a fine.
2. The library is for study, research, and reading; therefore, a quiet atmosphere should be maintained. Patrons should be careful not to disturb others. Talk quietly in the Atrium.
3. Please leave the library neat and orderly by pushing in chairs and picking up papers around the area where you were studying or working. Library furniture may not be moved.
4. Library materials belong to the College. Do not write, underline, or highlight in library items.
5. Beverages may be brought into the library in a sealable container; however, food may not be brought into the library.
6. Personal property should not be left unattended in the library. Items left unattended in study rooms will be taken to the Circulation Desk. Unattended items will be taken to Lost and Found at closing. PCC cards will be taken to the Information Desk. Cubbies are available on 1st floor.

Circulation Procedures

1. All library materials must be checked out at the Circulation Desk. An alarm will sound at the door if items are not properly checked out. If the alarm sounds, patrons must return immediately to the Circulation Desk.
2. Patrons may not check out materials on another patron's account.

3. Standard circulation allowances vary by user group:

Patron Group	Item Limit	Loan Length
Undergraduates, Courtesy Patrons	10 Items	2 weeks
Faculty, Staff, Graduate Students	10 Items	30 days

4. Patrons can find due date information by viewing their personal account information on the library website. Email reminders are sent as a courtesy after items have been checked out and as the item's due date approaches.
5. **Renewals** are allowed on most items unless the item has been requested by another patron. Materials may be renewed online through the library's website, over the phone, or at the Circulation Desk.
6. Patrons are asked to return items at the Circulation Desk. For your convenience, an inside book drop is located at the west end of the Circulation Desk. A book drop is also located on the *outside* north wall of the library (facing Ballard).
7. **Overdue Items:** An item is considered overdue if it is not returned by the due date before the library closes. Fines increase daily until the item is returned, at which time the fine freezes.
8. **Damaged Items:** Patrons are not charged for normal wear and tear on library materials; however, other damage, including but not limited to writing, underlining, highlighting, etc., may incur fees.
9. **Lost Items:** Items are considered lost when they are more than 30 days overdue or when reported as lost by the patron. Lost item fees will be charged for these items.
10. If an item is already checked out, you may place a hold request online, over the phone, or at the Circulation Desk. The library will notify you by email when the item is available at the Circulation Desk. Items will remain on hold for seven days. After that, the item will be placed back on the stacks for patron use.
11. Items specified for overnight loans may be borrowed starting 1 hour before closing and are due back the following day 30 minutes after opening.

Fines

Students may pay fines/fees at the Circulation Desk. Unpaid fines/fees will be transferred to student accounts. Faculty and staff payments must be made at the Circulation Desk by PCC Card.

Library fines include the following:

1. **Standard Overdue Fine:** 35¢ per book per day (excludes days the library is closed)
2. **Lost Item Fine:** Replacement cost of the item plus a \$20 processing fee
3. **Overnight Checkout Overdue Fine:** \$1 per item per hour

Study Zones

In order to provide an atmosphere conducive to study and research, study zones have been created to meet the students' needs.



**Collaborative
Study**



**Group Work
Conversation
Permitted**

Collaborative study zones can be found on the 1st, 2nd, and 3rd floors.



**Independent
Study**



**Quiet
Atmosphere,
No Conversation**

Independent study zones can be found on the 3rd, 5th, and 6th floors.

Locating Materials

The Library Website

Patrons may search for materials by using the library computers located on most floors of the library. Current students, faculty, and staff may also access the library website online at *library.pcci.edu*.

Patrons can search the library catalog for all physical items and the majority of electronic materials by using the search bar on the main page. By default, the search bar is set to search through all physical and most electronic resources; however, patrons can search the physical holdings or online resources separately by changing the search parameters.

Call Numbers/Locations

Materials in the library are organized utilizing the Library of Congress call number system where each item is assigned a call number that identifies its location in the collection. Call numbers are attached to each physical item so they can be shelved in order and will be easier to find. Items are shelved from left to right and top to bottom in each section of shelving.

To find an item's location after searching for it in the library catalog, open the item record and click on "Locate" to see a map indicating on what floor and in which section the item can be found. Most floors have directory signs on the pillars across from the elevators that can be referenced once on the correct floor.

For more information about reading call numbers and the different locations within the library, see the library website.

What to Do if a Book Is Not on the Shelf

Because many people use the library, a particular item may not be in its place when you look for it. If an item is not on the shelf:

1. Check with library staff.
2. Check the library website. If an item is listed as "not available," it is already checked out.
3. Check the tables in the immediate area.
4. Check the carts on that floor.

Library Resources, Collections, and Services

1st Floor

Circulation Desk: Located near the entrance on 1st floor is the Circulation Desk, where patrons may borrow and return items, book conference rooms, pay fines/fees, and get answers to any general library questions.

Interlibrary Loan: Interlibrary Loan (ILL) is available for all patrons. If the library does not have books or articles that a patron needs, those items can be requested from other libraries nationwide. Patrons may request items through ILL by completing this [form](#) on the library website. Patrons may also stop by the Circulation Desk (Monday–Friday 7:30 a.m.–3:30 p.m.) to request ILL items. PCC does not charge patrons requesting materials through ILL, but on occasion, the lending library may charge for use of an item. The ILL staff will authorize the charge with the patron before agreeing to borrow the item.

The patron will be notified by email when the item is ready for pickup at the Circulation Desk. The typical checkout period is three weeks. As loan periods are controlled by the lending library, renewals should be requested to the ILL staff one week before the due date to allow ample time for the renewal request to be sent and approved.

PaperCut: The PaperCut station by the Circulation Desk is available to PCC students. It functions as a copier as well as a printer. If the device malfunctions, contact a library assistant immediately. Information cannot be printed from a flash drive. More information is available on [Eagle's Nest](#).

Research Center: The Research Center, located past the Circulation Desk, provides patrons with virtual and face-to-face guidance on the research process, library materials, and library services. Staff will also assist in locating and identifying relevant materials, both physical and digital. Hours are posted on the library website, at the Research Center desk, and on the screen at the library's entrance.

Resource Sharing: Resource sharing is a service that makes most Rebekah Horton Library materials available to students who do not live in the Pensacola area and whose library does not support Interlibrary Loan. Students may request items through the Resource Sharing Office by emailing resourcesharing@pcci.edu. Students are responsible to pay return shipping and insurance costs when returning items. Based on the student's location, the usual loan period is typically four weeks with no renewals.

2nd Floor

Copier: A copier for color and black and white images is available on the 2nd floor. The device is operated using your PCC Card. Cost and instructions are posted next to the copier.

Education Textbook Collection: A collection of relevant Pre-K–12 textbooks and kits from various publishers are available on the 2nd floor for education students and faculty. See the Circulation Desk for checkout availability.

Laminating: Lamination services are available on demand on the 2nd floor during posted hours. Projects may be dropped off at the Circulation Desk during library open hours for completion during the next lamination time. Lamination hours, guidelines, and fees are posted on the library website.

Makerspace: The Makerspace provides equipment such as a CRICUT® machine, die cut machines, button makers, and a spiral binder for use by library patrons. Equipment and tools are provided; patrons must provide their own consumable materials including paper, CRICUT® cutting mats, and spiral binding materials which can be purchased at the Campus Store.

Teaching Aids: A variety of visual aids and teaching materials including flash cards and larger visuals are available for check out.

3rd Floor

Bible Commentaries: This collection houses a variety of commentaries and notes on the Holy Bible. Included are full commentary sets that walk through the Scriptures verse by verse as well as expositions on specific passages or books.

Digital Media Lab: The Digital Media Lab contains computers for students and faculty to use along with the library's audiovisual collection (DVDs and CDs) and accompanying equipment for use by all library patrons.

To ensure the earliest possible responses to a problem with computer hardware or software in the library, go to the Tech Help section of the Eagle's Nest website and fill out the [Tech Help Request](#) form completely. If you are unable to report a problem through the Tech Help Request form, contact a library assistant.

Reference Collection: The reference collection holds ready reference materials including dictionaries, atlases, encyclopedias, and statistical sources. These items may be checked out overnight only.

4th Floor Special Collections—See Circulation Desk for Access

Bible Manuscript Room: The Bible Manuscript Room houses a collection of rare Bibles and manuscripts which show the preservation of God's Word throughout time. These items are noncirculating.

Center for Faith in Public Service: This display houses the *Cathy McMorris Rodgers Congressional Archive*, containing physical and digital materials that reflect Rodgers' 30-year legislative legacy as a Washington state representative. *Called to Serve: Distinguished Alumni in Public Service* is a digital archive featuring distinguished alumni who have dedicated their lives to serving their communities and our nation. Appointments can be made for research in this area. These items are noncirculating.

One-Room Schoolhouse: A collection of old and rare school materials is available in the One-Room Schoolhouse. Patrons may use these items for research purposes and should request them through the Circulation Desk. They may be used only on the 1st floor. See the Circulation Desk for checkout procedures.

Rare Book Collection: The Rare Book Collection is made up of old or rare items. General policies are the same as those for items from the One-Room Schoolhouse.

5th Floor

Music Performance Collection: A collection of music scores intended for use by large performance groups is housed in the Music Performance Collection. These items require special permission for use. See Circulation Desk for more information.

Music Scores: General and church music scores are located on the west end of 5th floor and are available for checkout. A piano is provided for music preview (headphones required).

Oversize: A small section of oversized books that cover a variety of topics are available for checkout.

Periodicals: The library subscribes to a variety of print periodicals including popular, scholarly, and trade publications as well as newspapers. These items are not available for checkout but may be used throughout the library. Additional periodicals are available electronically on the library website.

6th Floor

Foreign Language Collection: Foreign language items are located in the Foreign Language Collection at the southwest end of the floor. Foreign language audio items are located in the Audiovisual section in the Digital Media Lab.

Juvenile Collection: The Juvenile Collection contains a wide variety of children's literature in various genres, reading levels, and subject matter, arranged by topic specifically curated for academic assignments.

Professional Collection: Materials in this room are for use by faculty. Faculty may request access at the Circulation Desk. All other requests for materials from this collection can be sent to rlhlibrary@pcci.edu.

Reserve: Items selected by faculty as support material for courses are placed on reserve and are for library use only. Most items are on general reserve on the 6th floor. Additional reserve collections for specialized items are located in their respective areas (i.e., a CD on reserve would be located in the Audiovisual section). Although reserve items are for library use only, most reserve items may be checked out overnight only. Personal copies belonging to faculty may not be checked out.

Digital Resources

E-Resources: Electronic periodicals, journals, databases, e-books, and other sources can be found on the online catalog.

Video Tutorials: Video tutorials containing research helps, how-tos, and database helps can be found on the website's Help tab.

Special Materials

Atlases Reference, 3rd fl.—*Collections of maps and geographical data*

Bibles Reference, 3rd fl.

CDs/CD-ROMs *Various locations*

Dictionaries Reference, 3rd fl.

Dissertations General stacks by subject

DVDs Audiovisual, Digital Media Lab, 3rd fl.

Kits Teaching Resources Room, 2nd fl.—*Items grouped for functionality*

Manuscripts Bible Manuscript Room (*not available for circulation*)

Microform 2nd fl.—*Microfiche or microfilm*

Visuals Teaching Resources Room, 2nd fl.—*Enlarged Abeka visuals*

PENSACOLA CHRISTIAN COLLEGE

PENSACOLA, FLORIDA