

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

The mission of the library is to supplement and enrich classroom instructional effectiveness and learning at Pensacola Christian College and Pensacola Theological Seminary. The needs of the students, faculty, and staff are met by providing a well-balanced collection of materials that enhance the academic curriculum, while also meeting the research and personal growth needs of our students, faculty, and staff.

The objective of the library staff is to supply a variety of services, ranging from general help in using library resources to individual research assistance. If you have a question, please ask a library worker.

Library staff are conscious of the responsibility to add resources, make changes, and improve services as user needs require.

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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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




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.

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 during weekday hours. 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. Books in **reference, reserve, and education textbook collections** must remain in their locations 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.
5. **PCA students** in grades 4–12 may use the College library. These students should sign in and out at the Circulation Desk and will be given a badge which must be visibly worn at all times. Additional guidelines are available at the Circulation Desk.

6. The library provides tape and both regular and large-volume staplers (20–120 pages) for patron use at the Circulation Desk.
7. **Conference rooms** may be reserved for use by patron groups. Reservations are made and details are available at the Circulation Desk. See signage for locations.
8. Four group study rooms (available for 2–3 students) and four single-occupancy study rooms are located on the 2nd and 3rd floors.
9. 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 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 by the men's elevator for your use.

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. To check out materials or pay for services, students must present their current PCC Card. No one is permitted to check out items for another person or to use another person's PCC Card.

3. Standard Circulation allowances vary by user group:

Patron Group	Item Limit	Loan Length
Undergraduates, Courtesy Patrons	6 Items	2 weeks
Faculty, Staff, Graduate Students	10 Items	30 days

If you are returning items to check out others, please give them to a desk assistant rather than using the book drops.

- 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.
- 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 or at the Circulation Desk.
- 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).
- 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.
- Damaged Items:** Patrons are not charged for normal wear and tear on library materials; however, other damage may incur fees.
- 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.
- If an item is already checked out, you may place a hold request online or at the Circulation Desk. The library will notify you by email when the item is available at the Circulation Desk.
- Items specified for overnight loans may be borrowed starting 1 hour before closing and are due back the following day 30 minutes after opening. Undergraduates may borrow one reserve item and up to three items from the education textbook or reference collections overnight. Graduate students may borrow three periodicals in addition to the materials allowed for undergraduates.

Fines

Overdue fines accumulate as long as the item is considered overdue. Visit the library to return or renew overdue items to avoid the accumulation of large fees. Within the week, fines may be paid at the Circulation Desk by PCC Card. Student fees transfer to the student's upcoming college bill each Monday and will no longer be payable at the Circulation Desk.

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

Locating Materials

The Library Website

Patrons may search for materials by using the library computers located on each floor of the library. Current students, faculty, and staff may also access the library website online at *library.pcci.edu*, where they will be prompted to enter their login credentials.

By default, the search bar on the library website is set to search through all physical and electronic resources, but it can be set to search more specific groups of resources. Patrons can search in the library's physical holdings, online resources, or all resources at once. They can locate items by searching author, title, subject, or keywords.

Call Numbers/Locations

The call number indicated on the item record identifies the subject of the item based on the Library of Congress classification system. The call number identifies the item's location. If you want to know where a particular item is after searching for it on the library website search engine, click on the item's information page to find the call number. To locate the item in the library, use the library directories located across from the elevators or ask an assistant. Items are shelved from left to right and top to bottom in each section.

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

Book Sale: Located in the southeast corner of the 1st floor, there are several shelves of items available for purchase. Items may include books, audio/visual materials, periodicals, and more. Take your selections to the Circulation Desk for purchase.

Circulation Desk: Located near the entrance on 1st floor is the Circulation Desk, where patrons may borrow and return items, sign up for 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 during regular hours (M–F, 7:30 a.m. to 4 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 typical checkout period is three weeks. The patron will be notified by email when the item is ready for pickup at the Circulation Desk. Renewals should be requested one week before the due date.

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 printer malfunctions, contact a library assistant immediately. Information cannot be printed from a flash drive. More information is available on [Eagle's Nest](#).

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.

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 (ILL). 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

Audiovisual: The Audiovisual section contains videos, DVDs, audio materials, and equipment for listening to or viewing this media in the library. This section also provides Video Church/Chapel viewings as requested by the Student Life Office.

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

Laminating: Lamination services are available on demand on 2nd floor during specific hours (posted on the library website). Projects may be dropped off at the Circulation Desk during library open hours for completion during the next lamination time. The charge for laminating is 75¢ per linear foot. More information about laminating is posted on the library website.

Makerspace: The Makerspace provides equipment such as CRICUT® machines, die cut machines, document projectors, 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 curricula, visual aids, and teaching materials including maps and charts are available for checkout.

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.

Computer Lab: Only current PCC students and faculty have access to the computer lab.

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—See Circulation Desk for Access

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 may request them through the Circulation Desk. They may be used only on the 1st floor. See the Circulation Desk for checkout procedures and for assistance with copying.

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.

The 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.

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).

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 on 2nd floor.

Juvenile Collection: The Juvenile Collection contains a wide variety of children's literature in various genres, reading levels, and subject matter, arranged by topic. These items are available for regular circulation.

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.

Various Locations

Copiers: Copiers are operated by PCC Card. Prices are posted next to each copier. Double-sided copies may be done on any of the copiers. See the instructions by each machine for enlarging and other copier settings. Information may also be scanned to a flash drive using the copiers, but projects cannot be printed from a flash drive. If the copy machines malfunction, contact a library assistant immediately. Do not try to repair the machine yourself. More information, including instructions for refunds for copier malfunctions, can be found on [Eagle's Nest](#).

E-Resources: Electronic periodicals, journals, databases, e-books, and other sources can be found on the online catalog. The website also includes video tutorials under the Help tab.

Special Materials

CD-ROMs *Various locations*

Charts *Teaching Aids, 2nd fl.—Educational curriculum charts*

Clip Art *Makerspace, 2nd fl.*

Databases—*Broad and subject-specific resource collections available through the library website*

Dissertations *General stacks by subject*

DVDs *Audiovisual, 2nd fl.*

eBooks—*Books available electronically through the library website*

Evans Collection *2nd fl.—Early American imprints on microfiche*

Flash Cards *Teaching Aids, 2nd fl.—Visualized stories and songs*

Foreign Language Collection *6th fl. and other locations—Items written in foreign languages*

Juvenile *6th fl.—Juvenile books for various age levels*

Kits *Teaching Aids, 2nd fl.*

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

Maps *Teaching Aids, 2nd fl.*

Microform *2nd fl.—Microfiche or microfilm*

Music Scores *5th fl.*

One-Room Schoolhouse *4th fl.—Collection of old educational books*

Oversize *5th fl.—Large books covering a variety of subjects which do not fit on regular shelving*

Periodicals *1st fl.*

Professional Collection *6th fl.—Professional items for faculty and graduate student use only*

Rare Room *4th fl.—Collection of rare books not available for circulation*

Reference *3rd fl.*

Reserve *Various locations—Items selected by faculty for library use only*

TA Collection *6th fl.—Abeka curriculum for PCA TA use*

Visuals *Teaching Aids, 2nd fl.—Enlarged visuals relating to a variety of subjects*

PENSACOLA CHRISTIAN COLLEGE

PENSACOLA, FLORIDA