



Terry N. Minter Library

The library brochure is designed to answer the most common questions concerning your use of the library.

Library Purpose Statement

The primary function of the college library is to provide access to information to support the curricular and research needs of Bethel College students, faculty, administration and staff.

Library Hours

Monday, Tuesday, and Thursday

9:00am - 8:30pm

Wednesday

9:00am-2:00pm

Friday, Saturday, Sunday

Closed

Please contact the office for holiday closings.

Telephone: 757-826-1883

Library: x254

Academic Dean: x236

Registrar: x215

Fax: 757-826-0458

Email: info@bethel-college.com

CIRCULATION POLICIES

BORROWING PRIVILEGES

A library card must be presented to check out materials from the library.

The following persons qualify for a library card:

- Students enrolled for current semester.*
- Faculty members, staff, and spouses of Bethel College & Bethel Church*
- Members of Bethel Church.*
- Persons who pay a yearly fee of \$50.00.*

CHECK-OUT PERIODS

Two week check-out:

- General collection, cassettes, music compact discs (CDs), DVDs, Videos.

In-Library use only:

- All reference books, periodicals, two hour reserve items.

NUMBER OF ITEMS FOR CHECKOUT

General Collection books:

- 3 items per person max

RETURNING BOOKS

All materials should be returned to the Circulation desk or left on the study tables. PLEASE DO NOT RESHELVE THE ITEMS.



RENEWALS

All items are renewed for the original loan period, except for reserve items. An item may be renewed only one time. If borrowing privileges are suspended, or if the material has been placed on hold by another borrower, renewal is not allowed.

FINES AND CHARGES

Fines will accumulate from the date the book is due until it is renewed, returned, or reported lost. These fines are accumulated per item checked-out. General collection items are \$.25 per day. Two hour check-outs are \$2.00 per hour.

LOST BOOK CHARGE

A processing charge of \$15 will be added to the fine owed at that time. Returning a "lost" book will remove the book charge but not the fine.

Replacement costs for lost books include the following charges:

- Current market value of the book.
- \$15.00 default processing fee.
- All fines incurred

Any remaining fines and charges at the end of the semester will be reported in to the Administration Office and added to your bill.

Any materials returned after the transfer of records to the Business Office will be credited to your account but the fees and fines will remain.

ONLINE CATALOG

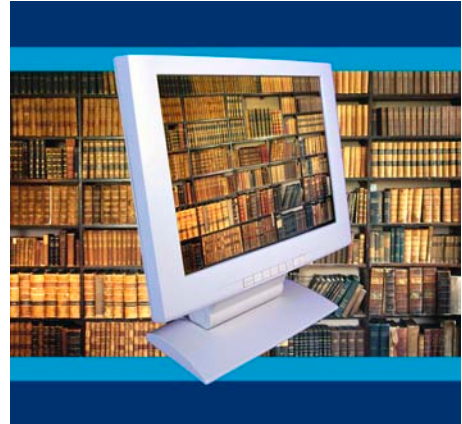
The Bethel College library catalog is available on the web and can be accessed from any computer with Internet capabilities. Students can determine if items are available for checkout and then come to the library to check them out.

Go to the Bethel College website at bethel-college.com and follow the link to the library.

COMPUTER GUIDELINES

Bethel College has computers in the library that are reserved for Internet and catalog research. Cost for printing is \$.10 per sheet.

The library may limit the use of the research computers to thirty minutes due to high demand. Please respect the needs of others.



DISCIPLINE

The Code of Conduct outlined in the Student Handbook also applies to the Library. The purpose of the Library is to assist in classroom and personal research, to support the curriculum, and to meet the recreational and information needs of our users.

Expressions of impatience lack of consideration for others, and selfishness are not access to the materials.

We welcome suggestions and comments about these services.

Please complete a Library Patron Survey. Thank you for helping us improve our services to you.



**FOOD IS NOT ALLOWED,
AND ALL DRINKS SHOULD
BE IN A COVERED CONTAINER**