

# THE EMMAUS LIBRARY

## MISSION

The mission of the Emmaus library is to train students to be critical thinkers and effective researchers, as well as provide an environment conducive to the development of good study habits. We aim to prepare each student for Christian living and ministry by promoting a habit of lifelong learning and by fostering spiritual, intellectual, personal, and vocational development through the use of library materials.

The Emmaus library plays a primary role in the implementation of the college's mission. The library serves as a learning and resource center by providing a robust collection of print and non-print materials necessary to your academic endeavors and your own personal interests.

## HOURS

**Monday – Thursday:** 7:30 AM – 11:30 PM

**Friday:** 7:30 AM – 5:30 PM

**Saturday:** 9:30 AM – 5:30 PM

**Sunday:** 1:30 PM – 11:30 PM

Your librarian, Mr. John Rush, is here to help you. Ask him questions about using the catalog, finding books and articles, or help with your research assignment. He is glad to help!

## RULES & GUIDELINES

- The east side of the library (facing the golf course) is designated as a **Silent Area** for individual study without interruptions. No conversation is permitted in this area. If someone is too loud, you have the right to ask them to quiet down or notify the librarian or proctor on duty.
- The west side of the library (facing the playground) and the middle section near the children's books are designated as **Quiet Areas**. Short, whispered conversations are permitted, recognizing that sound travels easily in the library. If someone is too loud, you have the right to ask them to quiet down or notify the librarian or proctor on duty.
- Library study carrels, tables, and desks:
  - Study carrels, tables, and desks are available for daily use by our entire campus community. A student may occupy one of these spaces daily so long as they do not leave the space unattended for more than two hours (please do not place personal signs on tables). All personal items should be removed before the close of each day.
  - Library books being used in the library for a short amount of time, and which will not be taken out of the library, may be used and then placed in the book drop in the front of the library for re-circulation. Please follow the check-out procedure for all books being taken out of the library. Items left unattended for extended periods of time may be placed in the lost and found at the front desk, and books re-shelved.  
**The library is not responsible for any personal items left unattended.**
- **Group study and group projects should be conducted in the Coffee Bean**, an area specifically designated for such activities.
- Snacks and drinks **are** allowed in the library.
- **Please take all cell phone conversations outside the library.**

- **Library personnel, including library proctors, have the authority to maintain order.** Please respect your classmates who purpose to maintain an environment conducive to individual study.

## EMMAUS LIBRARY ON NAVIGATOR

The Emmaus Library pages on the Emmaus Navigator site are your portal to research. Here, there are links to the Koha catalog and EBSCOhost for you to easily access, as well as short tutorials demonstrating how to use these tools.

In addition to the Koha catalog link on the Emmaus Navigator pages, students can access the Koha catalog anytime at [lib.emmaus.edu](http://lib.emmaus.edu) .

## WHAT IS IN THE LIBRARY?

### *Reference books*

Reference books (marked with **REF**) may not be taken out of the library at any time. These are books that must be kept readily available for everyone to use, and include Bibles, dictionaries, hardbound periodicals, and atlases.

When you are not using them, please leave them on a table in the library and a library proctor will retrieve them. Do not re-shelve them.

### *Reserve books*

Reserve books have been selected from the circulating collections at the request of a faculty member for use by their students for assignments. They are stored above each faculty member's name on the reserve shelves at the front of the library.

During the day, reserve books may **not** be taken out of the library; they are to be checked out and used in the library for two hours at a time. When you are finished, return your reserve books to the book drop at the front of the library so that library personnel can check them in and re-shelve them.

Do not leave reserve books elsewhere in the library when you are not actually using them. If you're going to be away from your books longer than a bathroom break, return them to the book drop.

Starting at 10:30 PM (4:00 PM on Fridays and Saturdays), you may check out reserve books to take from the library for overnight use only. They are due back in the library one hour after the library opens the next day.

### *Circulating books*

Circulating books can be checked out for use outside the library and are due back after 28 days. If no one has placed a hold on an item, you may renew it for 28 days up to two times. Please return books to the book drop in the front of the library.

### Checkout procedure

1. Swipe your ID card.
2. Scan the barcode on the back cover of the book (upper right hand corner)
3. Select "Finish"

### *Pamphlets*

Pamphlets are small books, usually less than fifty pages in length, and are marked PAM. These must be secured directly from Mr. Rush.

### *Periodicals*

All periodicals (magazines, scholarly journals, newspapers) are part of the reference collection and may not be removed from the library.

Most issues of periodicals are arranged in alphabetical order by title on the magazine racks. Back issues are hardbound and shelved. See Mr. Rush to ask about magazines that are available but not displayed.

All periodicals in the library's collection are the property of the college and are purchased with college funds. You may not cut articles, comics, or sections out of them or damage them in any way.

### *Computers*

There are computers available in the front of the library for student use. They do not require a password.

Academic needs take priority over communication, social media, or entertainment uses. Please be considerate of your fellow classmates.

If a problem arises with the computer and the librarian or proctor cannot answer your question, the IT Director will be contacted.

### *EBSCOhost*

All computers on campus have access to the online periodical database, EBSCOhost, which allows students to find and read full-text versions of academic articles not located in our library. To access this service, go the Emmaus Library section of the Emmaus Navigator site and select the **Find Articles** option. Short video tutorials are available on Navigator as well. If you have questions about EBSCOhost, don't hesitate to contact Mr. Rush.

## USING OTHER LIBRARIES

The Emmaus library will meet most of your academic needs. However, you can present your student ID and apply for a borrower's card at the following libraries and colleges:

- Carnegie-Stout Public Library
- University of Dubuque (no computer access)
- Wartburg Seminary (no computer access)
- Northeast Iowa Community College
- Loras College
- Clarke University
- Dubuque County Library in Asbury

Keep in mind that borrowing from these libraries is a privilege and not a right. Respect the authority of their staff and don't argue if access is denied to you. See Mr. Rush with any problems you encounter.

Materials from other libraries are readily available through the interlibrary loan process. If you would like to borrow a specific book that is not in our collection, see Mr. Rush.