



Trimble Library The Heart of NBC



A Library Handbook
for Students

2016-2017

Trimble Library



Where the
NBC
community
comes
together!



Ann Attig
Library Director

Welcome to Trimble Library

It is our mission to make this a place where you can easily integrate information with your learning.

It is our purpose to support the academic mission of the college by cultivating scholarship, promoting the proficient use of information, and encouraging lifelong learning.

It is our vision that the library will be an effective and vibrant part of the NBC academic community by providing physical and virtual resources, instruction, and services. The library will actively engage with you in ways that will challenge you intellectually, and develop you into confident, competent information users.

Library Hours...

Monday	12 noon - 10:00 p.m.
Tuesday	12 noon - 10:00 p.m.
Wednesday	12 noon - 10:00 p.m.
Thursday	12 noon - 10:00 p.m.
Friday	12 noon - 5:00 p.m.
Saturday	11:00 a.m.- 5:00 p.m.

The library is closed for all chapels. Special hours and closures may apply to summer, holidays, break times, and special campus meetings. These exceptions will be announced in the *NBCCommunicator* and posted in the administration and library building.

How to contact us...



719.884.5074



library@nbc.edu



<http://trimble.nbc.edu>

This is how it works...

<i>TYPE</i>	<i>LOAN PERIOD</i>	<i>FINE RATE</i>
Circulating books	28 days	25¢ / day
Audio Recordings	28 days	25¢ / day
Reserve books	1, 3 & 7 day	\$1.00 / day
Video Recordings	28 days	25¢ / day

Loan Policies

Students are asked to check out only the number of items that can reasonably be used.

Circulating items may be renewed once for the same period of time, provided they have not been requested by another student.

Reference books, hard copy periodicals (journals and newspapers), and Wesley Room materials are for in-library-use only.

Items that have been checked out are to be returned to the circulation desk. This will ensure they are checked in properly. When the library is closed, items may be returned to the LIBRARY RETURN receptacle outside the Administration building.

Fines are not charged for the days the Library is closed. Any outstanding fines will be turned over to the Business Office at the end of the trimester and grades will not be released or registration for the next trimester allowed, until these are cleared. The fine is reduced to one-half if paid at the time the item is returned.

An item will be declared lost if every possible attempt has been made to locate the material. Charges may include but are not limited to the following: the accumulated fine, replacement cost, and processing fee of \$10.

For statistical purposes, we ask that any items used in the library (even if only used briefly) NOT be reshelved. It is appropriate to leave them on any of the study tables or shelf tops. Library staff will count and reshelve them.

Copying and Copies

Instructions for using the copier are posted near the machine. Copy charges are \$.10 per side. Payment is made at the circulation desk upon completion of copying task.

Pre-paid copy-and-print cards are available in \$5.00 and \$10.00 amounts.

The student is responsible for abiding by all copyright laws.

Phone Use

Please be considerate of others when making and receiving cell phone calls by stepping away from quiet study areas. Calls may be placed or taken in the lobby or the reception area of the building.

A courtesy phone in the administration reception area is available for local calls. This will keep the library phones free for business use.

Beverages and Food

Food and beverages are allowed in the library. They should be in durable, secured containers. It is **the student's responsibility to remove and dispose of** all trash when leaving.

Beverages and food should be kept away from the computer areas.

Coffee and tea are available at the Beverage Station near the circulation desk, courtesy of the Student Services office. There is no charge for beverages but donations are welcomed.

Computer Use

Pages printed from computers are \$.10 each. Pre-paid copy-and-print cards may be used for pages printed from the computers as well as copies.

Save your work often, at regular intervals.

Use caution with personal work and information, **as NBC's GreenLink is an unsecured network. Do not** save your personal work or passwords on the student computers and always close out of all your work before leaving the workstation.

Save personal work on your own flash drive, email it to yourself, or use some other method of preserving your work. The computers are programmed to reset every time they are turned off. **Anything saved on the computer's hard drive will be** lost when the computer is turned off or reset.

For optimal safety, scan flash drives for viruses before use.

Be sure to read and understand the college's policy regarding computer use posted near the computer stations.

Wesley Room

Request access to the Wesley Room at the circulation desk. These materials are non-circulating and should be used and remain in the Wesley Room.

Use the utmost care when handling these items, as some are extremely fragile.

Accessing Electronic Resources...

While utilizing web search engines (like Google) can provide good information for some things, they should not be relied upon exclusively for scholarly research.

In addition to print materials, the college provides many excellent electronic resources for your use in completing your academic work. Most of these are subscription databases that are designed specifically to help you focus your research and information gathering to material that is relevant and appropriate.

Databases

Infotrac and Gale Virtual Ref. Library
Guide to Social Science & Religion in Lit.
EBSCOhost
Oxford University Press
ProQuest
Routledge Religion eCollection

Database Access

A complete list of resources, the access information, and many other electronic resources **may be accessed through NBC's online website** (dCourseWeb), either directly or through your student portal. You will need your college supplied User ID and Password for this secured site.

From the Student portal:

Click on dCourseWeb link at bottom left.

Directly:

Go to: <http://online.nbc.edu>

Log on with your user name and password.

Click on the <Learning Center> in the left column.

Scroll through to find the appropriate database.

Click on the link to go directly to the resource.

Trimble Library's Online Catalog

You may access the Trimble Library Catalog online from home or anywhere through your web browser at:

<http://trimble.nbc.edu>

Websites

Other annotated lists of helpful websites **are located on the online catalog's <Links> tab.** It includes direct links to journals, Spanish resources, holiness resources, and Bible study sites.

Other Electronic Resources

The library has several additional electronic resources loaded on Computer #10. This include Logos Bible Study Software, The Manual of the Church of the Nazarene, The Works of Philo, and others.

Take some time to become familiar with these resources and learn how to navigate in them. It will save much time and stress before the crunch of assignment due dates.

As always, the library staff will be happy to give instruction or assistance in accessing these sites.



Quick Guide to Library of Congress Classification...

Trimble Library uses the Library of Congress Classification system, to organize and arrange materials in our library.

The system divides all knowledge into twenty-one basic classes, each identified by a letter of the alphabet. Most of these alphabetical classes are further divided into more specific subclasses.

Each subclass includes a loosely hierarchical arrangement of pertinent topics, progressing from general to more specific.

These topics, in turn, are broken down by specific places, time periods, or bibliographic forms (such as periodicals, biographies, etc.). Each topic is assigned a single number or span of numbers.

Finding Material on the Shelf

Once a class, subclass, and topic has been assigned to each library resource, that information is provided on a small label on the resource itself, usually on the spine. This is the **“call number.”** The arrangement of the materials follows the call number, line by line, alphabetic and numeric, i.e.:

B comes before BS

152 comes before 1520

.M6 comes before .M63

The first line of the call number indicates the class and subclass of the work.

The second line indicates the numeric position of the topics under the given class and/or subclass.

The third line allows for alphabetical arrangement by author with letter-number combinations. The numbers are treated as a decimal even though there is an intervening letter.

An example for the book, *The Marrow of Methodism: Twelve Sermons*, by John Wesley is as follows:

BX	Class / subclass: Denominations
8333	Topic: Methodism
.W5	Author indication: Wesley
M3	Title indication: Marrow

At times the call number also includes abbreviations and information that is specific to the local library. Some used by Trimble Library include

Ref.	(reference)
O'sized	(oversized)
Per.	(periodicals)
Wes.	(Wesley Room)
BOUND P	(bound periodicals)
Pamph.	(pamphlet file)

The following page shows the twenty-one broad classes and some of the Philosophy, Psychology, Religion subclasses in the LOC system.

A	General Works—Encyclopedias, etc.
B	Philosophy, Psychology, Religion
BF	Psychology
BL	Religions, mythology
BM	Judaism
BP	Islam
BR	Christianity
BS 1—399	Versions of the Bible
BS 400—700	Works about the Bible
BS 701—1899	Old Testament
BS 1900—2900	New Testament
BT	Doctrinal theology
BV 1—589	Worship
BV 590—658	Ecclesiastical theology
BV 659—799	Ministry
BV 800—1460	Sacraments
BV 1460—1999	Religious Education
BV 2000—3749	Missions
BV 3750—3999	Evangelism
BV 4000— 4484	Pastoral theology
BV 4485—	Christian life
BX	Denominations
C-D	Science of History and World History
E-F	History of the Americas
G	Geography, Anthropology, Recreation
H	Social sciences
J	Political science
K	Law
L	Education
M	Music
N	Fine Arts
P	Languages / Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliographies

Why “Trimble” Library?...

Trimble Library at Nazarene Bible College was named in honor of Elmer and Evelyn Trimble of Fort Worth, Texas, who for many years were supporters, donors, and faithful lay couple. Their faith and life-long commitment to God is inspiring.

Elmer was born September 15, 1916 in Plano, Texas, into a single parent home of four boys. His mother supported the family by doing grueling work at a cotton mill for a very small salary. As a young man, he had three goals in life: to have a home that was paid for, to be a railroad engineer, and to become a millionaire. Although he only attained a sixth grade education, the Lord abundantly honored his efforts and these goals were achieved.

He attributed his success to an understanding of faithful stewardship early in life. Through Bible reading and study, Malachi 3:8 helped set the course for his approach to stewardship, ***“Will a man rob God? Yet you rob me. But you ask, ‘How do we rob you?’ In tithes and offerings.”*** For years he tithed one half of all his income to the Lord. He testified that the Lord continually, abundantly, provided from the resources of heaven. He was able to give millions of dollars back to God.

In light of Mr. Trimble’s own limited education, Trimble Library was one of his most rewarding gifts. In addition to the library, forty-six churches on mission fields around the world, numerous home mission and small churches, colleges, and parsonages have been recipients of his **“seed money” or “carpet ministry”** legacy.

Until his death on August 17, 2002, Elmer Trimble continued to be a humble and obedient servant. **He spent much time in prayer and in God’s Word,** and never gave up his fifty-percent giving. He took no credit for all his accomplishments, but gave the honor and thanks to God for using him to bless others.

Where it is located...

Main Level

- Circulation desk
- Reference materials
- Computers
- Current periodicals
- Circulating material
A—BT
- Handicapped accessible restroom
- Used Book Sale Shelves

Second Level

- Circulating material
BV—Z
- AV format materials
 - Cassettes
 - VHS
 - CD
 - DVD
 - Kits
- Pamphlet Files
- C. E. curriculum
- Leisure reading
- Restrooms

Third Level

- Archives
- Wesley Room
- Bound and back file periodicals
- District Minutes
- Microforms
- Stored Reference

Powers Hall—Lower Level

- Christian School Education Lab

Nazarene Bible College

1111 Academy Park Loop
Colorado Springs, CO 80910

Phone: 719-884-5074

Fax: 719-884-5199

E-mail: library@nbc.edu

Catalog online: <http://trimble.nbc.edu>