

LIBRARY HANDBOOK

2019-2020



Western Covenant University

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Welcome

Welcome to the Library. This handbook is designed to make your use of the library more productive and efficient as you begin and continue your education at Western Covenant University (WCU)

This library handbook not only describes the varied material contained in the library but ways of finding them easily and the regulations governing their use. All library resources are linked by computer network for research and circulation.

Refer to your handbook often, but always feel free to ask questions if you become confused or uncertain. The library is to support you in your educational and personal endeavors; please allow us to help you use it most effectively.

Mission Statement

Western Covenant University exists to serve the Church and community by equipping students to be Christlike leaders through biblically, academically, and professionally excellent educational programs.

Institutional Objectives (Goals):

As a faith community, WCU has the following objectives:

1. To assist students in deepening their relationship with God and exploring biblical truth.
2. To help students uphold Christian lifestyle and commit themselves to biblical truth.
3. To provide educational programs and curriculum biblically based, academically strong and practically career supportive.
4. To prepare students with proper ministry capability for service in the church and community.
5. To maintain excellent faculty for optimal teaching and student advisement.
6. To enhance physical environment and educational resources for student learning.

Statement of Faith

1. Bible to be the inspired and only infallible and authoritative Word of God
2. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal, future return to his earth in power and glory to rule over nations.
4. The man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God.
5. We believe that there is a personal devil who is a father of liars, seeks to tempt and separate people from God.
6. The only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus.
7. Regeneration by the Holy Spirit is essential for personal salvation.
8. The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
9. The Church is the body of Christ, of which He is the Head, and that it is composed of all true believers.
10. In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
11. In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Philosophy of Education

WCU maintains its Educational Philosophy that is reflected in the curriculum and operation of the institution. The Board and faculty annually review it. WCU's educational philosophy is as follows:

The quality of the educational experience at WCU is fostered by the close human and intellectual relationships between students and faculty and by the open exchange of ideas. The University is committed to creating a learning community in which people from diverse

backgrounds and cultures are valued for the breath of their perspectives and are encouraged in their intellectual pursuits.

The university's instructional programs are designed to challenge students not only to acquire knowledge but also to develop the skills of critical analysis, careful reasoning, creativity and self-expression. Equally important, students learn to understand and evaluate the sources and methods from which knowledge derives. Thereby, they come to appreciate the contingency of all knowledge and to realize that education is a life-long process.

WCU's special character emerges from its commitment to effective teaching, high standards of scholarship, ongoing professional development; and to its policy of promoting diversity in the faculty, staff, administration, and student population.

History of the Institution

WCU received an approval to operate from BPPE (Bureau for Private Postsecondary Education, California) in 2004. Dr. Frank F. Turner became the first president of WCU and served until 2006. In early 2005, under the leadership of Dr. Turner, the institution established its branch campus in San Diego. Later, the main campus moved to Summit Valley. However, due to the upheaval of circumstances, the institution was inactive for almost 10 years.

In 2014, our new president, Dr. David Oh, felt a spiritual calling from the Lord and thus began to lead WCU in Los Angeles (1930 Wilshire Blvd., #1010, Los Angeles, CA 90057) as a mission-oriented university.

In 2015, WCU moved to a better location more suitable for students in pursuing their education. As a result, the university is currently located within the premises of the Korean Education Center in Los Angeles (680 Wilshire Pl. Suite 310, Los Angeles, CA 90005).

Along with Dr. Oh's leadership, the University has been striving towards providing a better education for the next generation. In April 2016, the University received an approval from SEVIS to issue I-20 for international students. The university focuses on teaching

students the biblical truth and meaningful subjects from a biblical perspective. This will equip our students to provide helpful services to the churches and their community. WCU is committed to equipping students with biblical insight and hopes to inspire them to go out into the world to serve people and to glorify God.

Ethical Values and Standards

WCU's ethical values centers on a strong commitment to Christlikeness. These values are based upon the Word of God and adhere to biblical principles as understood and taught in the Evangelical community of faith.

In this vein, as members of the WCU community we endeavor to

- honor God and commit us to the person and model of Jesus Christ;
- develop personal integrity and character by applying biblical values to our lives;
- understand and accept the responsibilities of living in a multi-cultural society
- transcend the limitations and errors of the prevailing culture, choose and hold to the path for biblically true life.

In order to develop continuously as a community growing in truth, Christian character, and service, the University invites its members to a life lived in response to the claims of the Kingdom of God, in which the transcendent realities of the gospel are brought to bear on the real-life challenges which they face as citizens of the twenty-first century.

Approval/Accreditation

1. BUREAU OF PRIVATE POSTSECONDARY EDUCATION(BPPE)

The University received approval to operate on July 19, 2003 by the Bureau for Private Postsecondary and Vocational Education (BPPVE). The University was fully approved on October 18, 2004 by Bureau for Private Postsecondary Education (BPPE).

For more information, please refer to the Bureau for Private Postsecondary Education (BPPE). More information about BPPE can be obtained at <http://www.bppe.ca.gov> or at:

Physical Address:
2535 Capitol Oaks Drive,
Suite 400, Sacramento, CA 95833

Mailing Address:
P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959 Fax Number: (916) 263-1897

2. TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS

Western Covenant University was awarded Candidate for Accreditation status as a Category III institution with the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd, Forest, VA 24551; Telephone: 434-525-9539; e-mail: info@tracs.org], on April 24, 2018. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Transnational Association of Christian Colleges and Schools

15935 Forest Road
Forest, Virginia 24551
info@tracs.org
Phone Number: (434) 525-9539
tracs.org

Location and Contact Information of Western Covenant University

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Library Mission Statement

WCU Library, founded in 2017, provides information resources and services to enable WCU to be an educational institution in serving Christ's mission. Students, faculty, and others are supplied information resource materials and support services, so that the educational environmental and process of the seminary help people develop Christian service.

Library Objectives

1. To provide information and resources those can satisfy the needs of the seminary by: developing and maintaining collections of resource materials, in various media; and developing and maintaining capabilities for providing resources and information that are beyond the collections of the library.

The WCU Library continues to seek cooperation with other libraries to provide mutual lending programs.

2. To catalogue and arrange resources for efficient and effective retrieval and use.

3. To provide audiovisual and other media equipment as needed by educational programs of the seminary.

4. To promote the use of resource materials and services by students, faculty, and staff, as well as by alumni, local church leaders and members.

5. To promote "information competence" in all students, so that as graduates they are skilled in retrieving information for most of their needs and committed to life-long refinement of their information access skills.

6. To provide instruction to individuals and groups on the access and use of information resources, encouraging effectiveness in retrieval of information.

7. To preserve and maintain an archival function for the WCU by collection of appropriate materials, and preservation of selected historical materials.

Library Hours

The library will be open during the following hours:

Monday-Friday: 11 AM – 8 PM

Saturday and Sunday Close

- Closed nightly during semester breaks and holiday breaks.

Arrangement of Books

The books in this library are arranged on the shelves according to the Library of Congress Classification Systems, which separates all knowledge into 20 classes. Each class is identified by a letter of the alphabet (A-Z), subclasses by combinations of letters, and subjects within classes and subclasses by a numerical notation.

R	Reference Book
BS 1320.2	Class Number
P52a	Call Number
1980	Date of Publication
v.2	Volume Number
c.2	Copy Number

Borrowing Policy

All materials are checked out at the Front Counter with the assistance of library personnel and returned to the book drop at the Front Counter (when Library is open), or at the other book drop located outside when Library is closed.

Fragile materials (i.e., video tapes, audio tapes, CDs, DVDs) should be returned to the Front Counter to avoid damage in book drops.

CDs & DVDs are only allowed in the lab on the third floor.

Due to closing procedures, users must have their books or materials checked out or renewed 10 minutes before closing.

An annual fee will be charged to alumni (\$20.00/year) and guests (\$30.00/year).

Library Non-Discrimination Policy

The WCU Library is committed to providing equal opportunity and access for its holdings and services. The Library does not discriminate based on race, color, gender, national or ethnic origin, handicaps or disability, age, marital or veteran status in any of its services.

Hold Policy

A “hold” may be placed on material already checked out to someone else or materials which are in the Library when they are asked for holding. As soon as the material is returned by its original borrower, it will be held for five business days at the Front Counter so the second requester may borrow it. The existing materials will be held for five business days also for the requester. In this case users may use Library Service Request sheets or request through the Internet.

Reserve Collection

Faculty members may place a limited circulation period on any materials (either Library books or his/her own personal copies) relevant to their courses. The primary rationale for reserving materials is to ensure access by many students to a few resources. Students may ask for Reserved Books at the Front Counter by a professor’s name and book titles.

These materials may be checked out for two hours up to five items per user in the Library or may hold them longer unless other users request.

In case users need to take them out of the library due to no vacancy availability in the library, they only can have them for two hours without extension. Fine (\$1.00 per hour) will be charged for delinquent items.

Placing materials on reserve prohibits the general student and staff from use of an

item and requires considerable time to process materials. It is recommended, therefore, that instructors carefully consider the advisability of placing each title on reserve.

When placing materials on reserve, the following rules apply:

1. A reserve form must be filled out completely.
2. Reserve lists will be processed in the order received.
3. Several items will be placed on reserve at one time and removed as a group.
Frequent additions and removals are not recommended.
4. Reference materials may not be placed on reserve.
5. Materials will be withdrawn from reserve at the end of the term.

Loan Period and Number of Items

Faculty & staff up to 10 books for 30 days, 2 CDs or DVDs for two weeks

Student up to 5 books, CDs or DVDs (up to 2 items).

Books can be renewed only once if there are no other users requesting.

Photocopying and Printing

A self-service photocopy machine is provided in the Library for reproduction of materials. Cost for personal copying is 5 cents per page. Users may purchase copy cards either at the library or the general affair office. Printers are provided in the Library for student use. Cost for print-out is 5 cents per page.

Library Mutual Use Agreements

The WCU Library has a mutual library use agreement with America Evangelical University and Hayfield University.

America Evangelical University: 1818 S. Western Ave, #409, Los Angeles, CA 90006

Hayfield University: 2495 E. Orangethorpe Ave, Fullerton, CA 92831

Overdue Materials & Fines

Fines for materials kept beyond their due dates are as follows:

10 cents per day for all items. A ceiling maximum on fines is set at \$20.00 per item, after which it is considered lost. Persons with unpaid fines or overdue books are not permitted to borrow additional Library materials and have privileges suspended here until the obligations are satisfied. Students need to return all items before their graduation.

Lost & Damaged Materials

All patrons (including faculty) who lose Library materials will be charged for replacement costs which will be one and a half times of the original cost. Patrons also will be charged for overdue fines till the replacement cost be paid fully and have privileges suspended here until the obligations are satisfied.

Library Etiquette

The following policies are to be observed by persons using the WCU Library.

- Do NOT re-shelve any materials. Library personnel need to perform this function in order to obtain statistics on resource use and maintain proper shelving order.
- No talking is allowed, except in hushed voices for brief periods. This is to ensure a quiet environment in which all can study without distraction. Offenders will be asked to leave the room.
- Behavior of patrons while in the Library is expected to be disciplined and orderly.
- No food or drinks are allowed in the Library.
- All patrons are expected to wear shoes, shirts, and appropriate "classroom" attire always in the Library.

Library Orientation

Library Orientation is given at the beginning of every term. An orientation

handbook and a brief guidance about using the library and searching for information with the computer are introduced and are always provided in the library. Patrons may visit the WCU homepage for further assistance. Library tour is provided by request from professors. In addition, the detailed Library Orientation is offered during “Reading & Writing”, “Introduction to Computer” classes, and occasionally during chapel hours.

Job description for Librarian

Duties and Responsibilities

Supervisory responsibility for all library facilitation, service and personnel includes budgeting proposal and control. Coordination of all public services; collection development; faculty liaison; and bibliographic instruction.

Responsibilities include:

- Collection development
- Supervise library personnel; maintain harmonious working relationships; regular meetings to provide direction and receive information
- Budget preparation and control
- Oversee bibliographic instruction (prepare handbook, teach library skills and research techniques, answer reference questions)
- Coordinate all public services: circulation, reference
- Regularly review and update the Library Manual.
- Faculty liaison; solicit input for acquisitions
- Prepare year-end report to submit to Chief Academic Officer
- Provide library committee twice a year
- Provide library orientation to students and faculty
- Safety and Appearance of library
- Mutual lending of library materials with other college libraries and participating in professional associations

Knowledge and Experience

ALA accredited MLS required; Minimum three years professional experience;

knowledge of budget preparation; personnel management; and ability to coordinate people's ideas

Library Assessment

The WCU Library is dedicated to continuously improving its services, collections, and facilities. As part of the Library's strategic planning initiative, three separate library assessments are provided in order to increase the effectiveness of library services and collections in meeting user needs.

The questions in these instruments need to be identified, revised, and redirected – as well as new questions to be drafted – into the appropriately designated instruments.

Following are the three instruments:

1. WCU Library Patron's Assessment that surveys student opinion as to the success or failure of the WCU Library to meet their respective needs.
2. WCU Library Faculty's Assessment that surveys whether the library is meeting the needs of faculty members with respect to both research and course support.
3. WCU Library Administration's Assessment that surveys library administration to determine whether they are proactively advancing the development of the library in a manner that is consistent with all the goals and objectives of the WCU.

There is a library survey two times a year (usually at the end of every term).

The Librarian reports the results to the Academic Dean and discuss about them at the faculty meeting. Any adjustment, correction, and request that are approved at the faculty meeting will be implemented in the future of the WCU Library.

LIBRARY PATRON'S ASSESSMENT

As part of our assessment process, WCU requests your reflections about your experience at the WCU Library. Please mark your responses according to the instructions for each section. You may add an explanation as to why you rated the item as you did in the space below each item. Thank you for your assistance.

1. WCU 's staff enables the patrons to understand the various categories (books, CDs, Periodicals, databases, etc.) of resources available to them in the library.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

2. WCU 's staff enables students to effectively access the various resources available to them from the library or from a remote local (home, office, etc.)
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

3. WCU 's staff enables students to develop the ability to search for an item in the catalog and retrieve it from the collection.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

4. WCU 's staff provides students with databases that support and supplement research.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

5. WCU 's staff provides students with databases that are easy to use.
 - a. strongly agrees

- b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees
6. WCU 's staff provides students with databases that are easily accessible from multiple locations (home, office, etc.).
- a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees
7. WCU 's staff involves WCU's community via the library committee in developing a quality collection.
- a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees
8. WCU 's staff ensures that the collection reflects appropriate materials in support of programs specific to WCU.
- a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees
9. WCU 's staff is committed to an ongoing program of collection evaluation and development considering the school's growth and curriculum.
- a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees
10. WCU 's staff provides bibliographic instruction through appropriate research courses.
- a. strongly agrees

- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

11. WCU 's staff maintains adequate hours of operation.

- a. strongly agrees
- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

12. WCU 's staff provides an atmosphere conducive to study.

- a. strongly agrees
- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

13. WCU 's staff provides current materials that support and supplement classroom learning.

- a. strongly agrees
- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

FACULTY'S ASSESSMENT

As part of our assessment process, WCU requests your reflections about your experience at the WCU Library. Please mark your responses according to the instructions for each section. You may add an explanation as to why you rated the item as you did in the space to the side of each question. Thank you for your assistance.

1. WCU maintains an adequate collection of reserve material.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

2. WCU effectively works with professors to provide copies of additional reading material.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

3. WCU effectively enlists the aid of faculty for the purpose of developing a quality collection.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

4. WCU ensures that the collection contains appropriate materials in support of the schools' programs.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

5. WCU 's faculty is aware of the functions performed by the Library Resource Committee.
 - a. strongly agrees

- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

6. WCU instructs patrons how to access and use library resources.

- a. strongly agrees
- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

7. WCU maintains adequate hours of operation.

- a. strongly agrees
- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

8. WCU provides an atmosphere conducive to study.

- a. strongly agrees
- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

9. WCU maintains materials that enhance faculty professional development.

- a. strongly agrees
- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

10. Comments or suggestions on areas of concern not treated above in this evaluation;

ADMINISTRATION'S ASSESSMENT

As part of our assessment process, WCU requests your reflections about your experience at the WCU Library. Please mark your responses according to the instructions for each section. You may add an explanation as to why you rated the item as you did in the space to the side of each question. Thank you for your assistance.

1. WCU tracks patron usage of the library through various means.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

2. WCU 's administration effectively maintains an atmosphere conducive to study.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

3. WCU maintains copies of institutional policies and procedures.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

4. WCU balances print and non-print collections in service to on ground and online students.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

5. WCU maintains a quality collection.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

6. WCU supports the educational programs and research interests at WCU.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

7. WCU reviews and maintains its policies and procedures on a regular basis.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

8. WCU 's Library Committee meets throughout the year to provide a source of accountability for the Library.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

9. WCU 's administration regularly pursues professional development.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

10. WCU 's facilities are adequate for the purpose of housing the collection.
 - a. strongly agrees
 - b. agrees
 - c. somewhat agrees
 - d. somewhat disagrees
 - e. disagrees

11. WCU 's administration reports to the chief academic officer.
 - a. strongly agrees

- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

12. WCU 's administration interacts with the chief financial officer.

- a. strongly agrees
- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

13. WCU 's budget is an appropriate percentage of the education and general budget of the institution.

- a. strongly agrees
- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

14. WCU monitors the growth of the collection.

- a. strongly agrees
- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

15. WCU participates in cooperative collection development.

- a. strongly agrees
- b. agrees
- c. somewhat agrees
- d. somewhat disagrees
- e. disagrees

16. Comments or suggestions on areas of concern not treated above in this evaluation:
