

JACKSON THEOLOGICAL SEMINARY

Library Manual

2023-2024



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Jackson Theological Seminary

The Jackson Theological Seminary, 520 W. Locust, North Little Rock, AR 72114, M.Div and BA, programs maintain a professional association and working relationship with Shorter College, 604 N Locust St, North Little Rock, AR 72114. As a sister, African Methodist Episcopal Church denominational, higher learning institution in adjacent proximity, we have opted for a space sharing and utilization library and learning resource agreement with the A. W. Young Library, Shorter College 604 N. Locust St., North Little Rock, AR 72114. Both institutions reside in the 12th District African Methodist Episcopal Church, under the leadership of Presiding Prelate Bishop Michael Leon Mitchell. Jackson Theological Seminary shall work with and under the leadership of Shorter College Associate Dean of Academic & Student Affairs; and with the assistance of the Library Director, (501) 251-5224, and the Assistant Librarian (270) 871-4061.

Library and Learning Resources

Shorter College maintains a Theological Studies section in its library, and Jackson students are granted access and utilization to these books, as well as the rest of the library's circulating and reference collections. In addition, they are granted access to conference room space upon request and availability.

The Jackson Theological students are also granted utilization of the electronic ProQuest database via the Arkansas State Library System, which is linked to from Shorter College's Library Resources page (<https://www.shortercollege.edu/libraryservices>).

At the beginning of each academic semester, Jackson students are given an orientation at the A. W. Young, Shorter College Library.

Pending book orders by Jackson Theological Seminary shall be housed in the Shorter College Library due to limited space at Jackson Theological Seminary. Upon completing the Jackson Theological book order and receipt, all books must be classified via bar code and call number identification number and placed into the system in a section designated for the Jackson Theological Seminary.

Jackson Theological Seminary students shall maintain all specifications and directives provided in this resource manual and are subject to all standards and/or procedures. Further, Jackson Theology Seminary Staff and Faculty will abide by all standards and procedures for funding and assistance as designated within the institution agreement. (Please see Memorandum of Understanding next page).



Jackson Theological Seminary

520 North Locust Street

North Little Rock, Arkansas 72114

(501) 492-8395

Rev. Cecil L. Williams, Jr., CEO/President

Rev. Dr. Robert R.A. Turner, CAO/Academic Dean

NOTICE OF AGREEMENT

May 15, 2020

To President, O. Jerome Green,

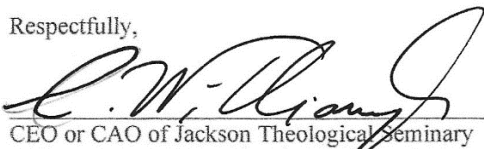
This is a formal request to continue our agreement to utilize your library as a repository for our reference book and the technology resources for Jackson Theological Seminary at the North Little Rock site during your normal business hours. Additionally, we are requesting access to the services of a librarian for our students and faculty for their normal duties and responsibilities. It is our hope that you will continue to provide all the necessary information we will need to communicate to our students and instructors to access your resources without any incumbrancers. Our students and faculty will continue to abide by all rules and regulations pertaining to accessing and use of information and equipment that is a part of your library.

This document will serve as our agreement to provide students and instructors from Jackson Theological Seminary with the necessary access for library services as the 2020-20201 academic year, and each academic year thereafter. If needed, this agreement and any cost pertaining to it will be revisited and renewed for review and approval by both institutions. Jackson Theological Seminary agrees to compensate twenty-five (25) percent of a librarian's salary. Shorter College agrees to allow said librarian to serve our students.

Your signature below, along with the signature of one of our senior administrators will provide proof and validation of this agreement and will be filed with the necessary departments for future reference. If any addendum is needed to further define the use of your facilities and resources, please provide a document that will be attached to this agreement.

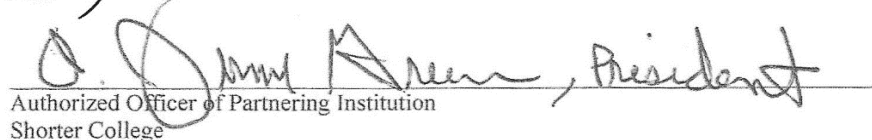
Again, thank you for your services and support of our seminary.

Respectfully,



CEO or CAO of Jackson Theological Seminary

May 15, 2020
Date



Authorized Officer of Partnering Institution
Shorter College

5/15/2020
Date

ACCREDITATION

Jackson Theological Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS), PO Box 328, Forest, VA 24551; Telephone: 434-525-9539; e-mail: info@tracs.org, having been awarded Accredited Status as a Category III institution by TRACS' Accreditation Commission on October 25, 2022; this status is effective as of July 1, 2022, and is good 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. (INCAAHE).

Jackson Theological Seminary is not currently approved for Distance Learning by the Department of Education (DOE) nor by TRACS. Any special provision must be issued by permission of the DOE.

TITLE IV STATEMENT

Jackson Theological Seminary (JTS) is approved for provisional participation in Title IV and maintains a copy of the Program Participation Agreement (PPA). Financial is currently available for all who qualify.

INSTITUTIONAL INTEGRITY

The Board of Trustees, President, administrators, staff, and faculty of Jackson Theological seminary will operate with integrity, representing itself accurately and honestly to students, and the public. Furthermore, the institution will maintain honest and open communication with all accreditation, federal and state agencies and will abide by the policies and procedures set forth by each entity.

LIBRARY SERVICES

HISTORY

While Shorter Junior College was established in 1886, it was not until 1968 under the leadership of Bishop George N. Collins and President A. S. Johnson that the current library building was built. Dedicated to the memory of A. W. Young, the library is the repository of a large collection of materials to support the educational and religious needs of the college community and help retain records of the African-American heritage in Arkansas. Although closed from 1998 until 2008, Shorter College is determined to make the library again take its place as the core of education and the center of students' search for knowledge and understanding. We hope that all students will develop a lifelong thirst for learning above and beyond their everyday needs as they grow into future leaders.

PURPOSE

The purpose of this manual is to serve as a guide for the administration and library staff regarding the daily operations and responsibilities of the library. It includes those policies and procedures to enable the library staff to provide a framework around which the programs and services may most effectively be furnished to students and faculty. As this manual accompanies the Shorter College Faculty and Staff Manual of Policies and Procedures, it will not duplicate those policies and facts provided there. Instead, it will concentrate only on the library's related items.

LIBRARY MISSION STATEMENT

The mission of A. W. Young Library is to provide accessible, affordable, high-quality education for students to accomplish their academic or career goals by offering programs that meet the learner's needs in a challenging and nurturing Christian environment. To help accomplish this mission, the A. W. Young Library must provide a source of quality materials and information in a setting that will encourage students to search for academic, Christian, and personal truth, to become lifelong learners, and to become leaders and builders in their communities.

LIBRARY VISION

The vision of the A. W. Young Library is to provide library services to both students and faculty that will enable them to study effectively and to have current and accurate materials available to support both their curriculum and personal needs for information in their search for academic excellence. This will be done through an up-to-date print collection planned around the course work offered by the college, the addition of computer databases and internet access, provision of reference help, and trained library personnel able to aid students and faculty in learning to use the library efficiently. As the school grows, the library also will grow, working as a partner to the

affiliated programs of the school and local community, such as the child-care center and GED programs.

COLLECTION

The collection will be built around the curriculum, religious, career, general information, and life skill needs of the students. Because work/life balance and relaxation are also important to students' mental health, the library will also provide a small collection of popular leisure reading materials. The library will promote the appreciation of diverse cultures, providing a base of spiritual, historical, and cultural materials to support the study of the heritage and traditions of all ethnic and other cultural groups, in particular the African American community as Shorter is a historically black college of over one hundred years duration.

LIBRARY GOALS

1. To build a qualified, full-time library staff.
2. To provide a complete, integrated, up-to-date Online Public Access Catalog.
3. To refurbish and re-organize the library to promote student and classroom use by students and faculty.
4. To provide a friendly, studious environment with full reference and support services to students and faculty.
5. To provide a computer study area with internet access, online database access, and software for students to use in the preparation of class work.
6. To maintain an up-to-date reference collection.
7. To build an adequate and balanced collection to support the research and continuing education needs of students and faculty.
8. To provide instructional and awareness programs to teach library and study skills and to increase student consciousness of the beauty and needs of the world around them and the differences they can make upon it.
9. To seek and build financial support to provide adequate materials and services.

CIRCULATION POLICY

The A. W. Young Library provides service to students, faculty, and staff with full access to all materials. As the direct circulation agent for library materials, the professional library staff maintains the management responsibility for the entire collection to ensure the availability of information and materials to fill the needs of individual patrons and protect the collection and its integrity for the use of future patrons. As a means of fulfilling this mission, these policies will be followed.

LIBRARY USE

The A. W. Young Library is open to the public for the use of the collection within the physical premises. While the general reference and stacks are completely open, not all items can be checked out. Items marked as Reference and items in other special non-circulating collections may be used within the library but cannot be checked out. Items of rare or historical value that cannot be readily replaced or those on reserve for class assignments will be held on a restricted shelf requiring the patron to sign them out for use within the library. Those items will not be allowed to leave the library.

BORROWING PRIVILEGES

Borrowing privileges will be extended to current students, faculty, and staff only upon registration with the library and issuance of a valid Library Card.

To obtain a library card, a patron must present proof of current enrollment or employment with Jackson Theological Seminary or Shorter College, most commonly in the form of a school-issued photo ID. A patron must present their library card each time they check out any library materials. If a patron is without their library card, a driver's license or school-issued photo ID can be used to pull up the patron's account. Each term, a student must renew his card by showing proof of enrollment for the new term. Faculty members will be automatically renewed if currently on the teaching schedule. No person with an outstanding balance for lost or damaged items will be allowed to renew his card until the balance has been paid.

BORROWER CONFIDENTIALITY

As required by Arkansas law, the A. W. Young Library protects the confidentiality of each patron. Therefore, the library staff will not disclose information concerning any patron's borrowing record unless required by law to do so or unless it is necessary to recover the item borrowed. If the item is urgently needed, the staff will attempt to contact the patron about returning the item.

NON-CIRCULATING MATERIALS

Reference books, periodicals, and some other Special Collections are not circulated by the A.W. Young Library. Faculty members only may arrange for short loans of reference books and periodicals for classroom use. Items in the non-circulating Special Collection areas may be used In-Library only.

Patrons may check out up to 10 items at once, with the exception of games, which may only be checked out one at a time. Books and audiovisual materials check out for 3 weeks. Student may

check out 1 game at a time for up to 3 hours (180 minutes). Faculty and staff may check out 1 game at a time for 1 day, in order to allow for classroom use.

Materials must be returned to the Circulation Desk during library hours. Patrons are responsible for ensuring that all materials are returned in the same condition in which they were checked out, and that all supplementary parts and pieces are present.

While overdue notices will be sent to the address on record, these notices are a courtesy only as delivery cannot be guaranteed. Failure to receive a notice does not constitute a basis for altering or negating a fine.

RENEWALS

Patrons may renew any materials borrowed from the library provided that no other person has made a request for the item, but in no instance should the renewal last beyond the last day of the term. Books and audiovisual materials may be renewed up to 3 times. Games may be renewed only once.

HOLDS

A patron may request that a hold be placed on any item checked out to another person by either logging in to the library's online catalog and placing a hold from there, or by making a request directly to library staff, either in person or by phone or email. When the item is returned, two attempts will be made to notify the patron that the book is available. If the item is not called for within ~~three days~~ one week, it will be returned to the shelf for others to use.

RESERVES

Jackson Theological Seminary faculty members may place materials needed for course assignments on reserve by making a request to the librarian. The materials will be pulled and placed behind the desk. Students may request these at the Circulation Desk for use only within the library unless otherwise directed by the faculty member as requested otherwise.

LOST AND DAMAGED BOOK CHARGES

Patrons are responsible for returning library materials on time and in the same condition in which they were checked out. Any items checked out are automatically marked as Lost once they have been overdue for 90 days. When an item is marked as Lost, a replacement fee is automatically assessed to the patron's account equaling the current retail cost of the item, or \$40 if the current

retail cost of the item is unknown and cannot reasonably be assessed. A replacement fee is also charged if an item is returned with damage sufficient to render it unsuitable for further circulation, at the discretion of the librarian. Library items that are returned with parts missing (e.g., a disc missing from an audiobook or pieces missing from a game) will remain checked out until the missing parts are returned. Efforts will be made by the library staff to contact the patron who checked out the item and inform them of the missing parts. If the missing parts are not returned in a timely manner, a replacement fee will be charged to the patron's account.

Patrons with fees or overdue items on their account cannot check any more items out until their record is cleared. Any fees must be paid directly to the business office for crediting to the library account, and the receipt returned to the library to clear the library record. An unpaid replacement fee for a missing item may be waived if the item is returned before the fee is paid. If a patron has paid a replacement fee, that fee cannot be refunded, even if the item is returned later.

Delinquent borrowers will not be permitted to receive grades, transcripts, or other credit for work completed at Shorter College or Jackson Theological Seminary until all items are returned and charges are cleared.

REFERENCE SERVICES

The A. W. Young Library staff provides reference assistance in utilizing the library's materials, including the ready reference collection, which contains encyclopedias, dictionaries, handbooks, atlases, and indexes; teaches library skills to students; provides training in new technologies and research materials for the faculty, and serves to coordinate with the teaching faculty for the purposes of curriculum enrichment and collection development. Some of the services provided are below.

READY REFERENCE

The Ready Reference section of the library is located in the middle of the library to be available easily to all patrons. It contains a variety of materials that are often needed for short answer questions, immediate facts, statistics, and identification questions. The materials include encyclopedias, dictionaries, directories, manuals, handbooks, bibliographies, biographical references, atlases, etc. These materials are kept in the library for use at any time. These materials are for in-library use only and cannot be checked out.

ONLINE DATABASES AND ENCYCLOPEDIAS

The library is a partner in the Arkansas Traveler Resource Program sponsored by the Arkansas State Library. Shorter has many available periodicals, newspapers, and other reference online databases through this program. The most extensive of these is ProQuest, which includes

multiple separate databases with full-text access to thousands of periodicals and other references, many of them with many years of retrospective files. Access to these resources is provided via a link on the Library Resources page of the Shorter College website. See the librarian for help with using these resources.

REVERDY C. RANSOM MEMORIAL LIBRARY

Jackson has entered into an agreement with Payne Theological Seminary that allows all students and faculty to access online materials from the Reverdy C. Ransom Memorial Library. This agreement provides students with access to online library systems and resources available through EBSCOhost, ATLA, and e-book religious databases. Several of these resources offer remote access passwords that allow access from off-campus computers. See the librarian for this information and help with using these resources.

INTERLIBRARY LOAN

Students and faculty can use the interlibrary loan facilities of Laman Public Library of North Little Rock, or the Central Arkansas Library System of Little Rock and Pulaski County, depending upon their home address. Students can go to the University of Arkansas at Little Rock's Ottenheimer Library to use the print and non-print resources.

LIBRARY INSTRUCTION

The library staff is responsible for giving organized instruction in the use of the library, its resources, and services to the faculty, staff, and students. The librarian will arrange to present orientation classes to all incoming students. Additional training will be presented on an as-needed basis through regular classes, particularly English, Writing, Humanities, Speech, History, and Government. Topics can range from simple tours and basic "How to use the catalog" to access online databases and explanations on how to research topics via the internet.

Faculty members are encouraged to meet with the librarian early in the term to schedule library instruction and prepare for class assignments and other research assignments. The librarian staff will do all within reason to assist with those requests.

REFERENCE ASSISTANCE TO PATRONS

Reference assistance is individualized help in finding a specific piece of information or locating specific items or materials on a particular topic. The reference librarian is ready to provide such assistance to all library patrons. The library staff will provide assistance with the use of computer databases, the electronic catalog, searching the internet, and using computer word processing and presentation programs to prepare class assignments and other personal informational needs.

COORDINATION OF LIBRARY AND FACULTY GOALS

The library staff will work to establish ongoing relationships with faculty members with the goal of enhancing better communications to improve resources and services. Efforts will be made to facilitate library/faculty collaboration in collection development activities, increasing library awareness of faculty needs for teaching and research, developing innovative means of improving services to the college community, and building student use and appreciation for the role of a library in everyday informational needs.

BOOK SELECTION

Book selection is a major responsibility of the librarian. In order to have a relevant, well-rounded, useful collection, the librarian is encouraged to seek the recommendation of faculty members for new acquisitions. If possible, faculty recommendations are honored and all patron suggestions will be considered for purchase. To implement book selection, the following criteria should be used when recommending library materials

1. curriculum-related
2. authoritative research sources
3. current and up-to-date subjects and topics
4. standard sources
5. not available in current library resources
6. recommended resources from peer-reviewed journals
7. recommended book reviews

The sources for selection should come from reliable sources such as the following: 1) CHOICE Reviews; 2) scholarly journals; 3) reviews in library and book trade journals; 4) published bibliographies; 5) recommended readings for the college's courses, and 6) publisher's catalogs

Recommendation forms are available in the library and will be distributed from time to time at faculty gatherings. In addition, a suggestion box is kept at the circulation desk for patrons to leave comments and suggestions.

LIBRARY RULES OF CONDUCT

Rules and regulations are made for the general good of the library and to assure that all patrons have the opportunity to learn and use the library materials in a pleasant, attractive setting. Please be considerate of others by following these guidelines.

1. Quiet: The library is a place for reading and research; therefore, a quiet atmosphere must be maintained in all areas. Keep voices low and conversation to a minimum. If you are using AV materials, please keep the volume as low as possible to avoid disturbing others.

2. Patrons should not lend materials checked out in their name to anyone else. The borrower is still responsible for materials until return or payment for the loss.
3. Failure to maintain suitable standards of conduct or dress in any part of the library will lead to disciplinary action through referrals to the dean. Noisy or offensive behavior will result in being asked to leave the library. All patrons are expected to always treat everyone with courtesy and respect.
4. Smoking is not permitted in the library.
5. Cell phone use in the library is discouraged. Please keep phones on vibrate within the library and speak softly if their use is necessary.
6. Food and drink are not permitted in the public areas of the library.
7. Anyone entering the library under the obvious influence of either alcohol or drugs will be asked to leave. Security will be called to escort anyone refusing to leave voluntarily.
8. Patrons should help maintain the appearance and use of the library by returning all materials to the desk for shelving and by cleaning up wastepaper and other debris or clutter around their work area.
9. All patrons are asked to sign into the library when entering in order that statistics may be obtained for the use of the library. This information is frequently needed when applying for accreditation or grants. Only totals will be reported or kept. No personal information will be divulged to anyone outside the library staff.

STUDENTS' RIGHT TO READ

"The right of any individual to read is basic to democratic society...The right to read, like all rights embedded in our constitutional tradition, can be used wisely or foolishly. In many ways, education is an effort to improve the quality of the choices, which are the exercise of this right. But to deny the opportunity of choice in the fear that it may be unwisely used is to destroy the freedom itself. For this reason, we respect the right of individuals and groups to express their views for the guidance of others. But for the same reason, we oppose efforts by individuals or groups to limit the freedom of choice of others or to impose their own standards or tastes upon a community at large."

National Council of Teachers of English

This statement is also as applicable to materials for viewing and listening as to materials for reading.

COPYRIGHT GUIDELINES AND "FAIR USE"

These sources are long and fall under copyright protection, they cannot be copied here. Therefore, please go to the following websites to explain Copyright and Fair Use. Violating copyright law can result in extreme penalties and large fines. Be sure you know the law before copying any materials, especially from the internet. Look for copyright notices with explanations of allowed use on informational sites. Some authors allow free use while others do not. Always give credit to sources when using someone else's work.

<https://www.arl.org/know-your-copyrights/>

CODE OF CONDUCT

Enrollment in the college places on each student the responsibility to conduct himself / herself in accordance with the standards of behavior acceptable to the college. Among these are the following:

1. The personal and social behavior of students should demonstrate that they are maturing and responsible members of the college community.
 - a. Every student is held responsible for any damage he or she may do or cause to be done to the property of the college or to that of any member of the college community.
 - b. Any student whose department embarrasses or harms the college will be deprived of the privilege of representing the college at any public event and may be subject to further disciplinary action.
 - c. Any student who causes another person to suffer physical harm or indignities may be expelled from the college.
2. Students residing in college paid or subsidized housing must conform to all college housing policies, rules, and regulations.
3. Personal behavior of students and other members of the college community must conform to standards of propriety consistent with the maintenance of a Christian atmosphere, with the laws of the state and of the nation, and with safety precautions.
 - a. Keeping or using firearms on campus or in or near college housing is prohibited.
 - b. The use of or possession of illegal or non-prescribed drugs having narcotic or hallucinogenic effects is prohibited on campus and in college housing.
 - c. The illegal use or possession of intoxicants among members of the college community will not be tolerated. Public intoxication of a student may lead to expulsion or other disciplinary action.
4. Student-sponsored activities are expected to be consistent with the purposes and goals of the college. For more information about college rules and regulations, see the Student Handbook.