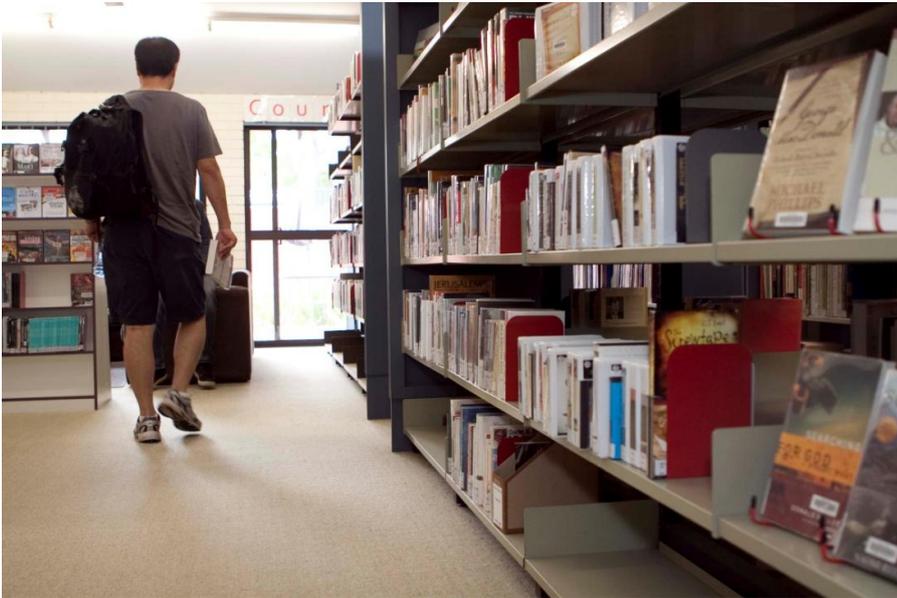




Library Manual

Semester 2, 2014 edition



Welcome to Vose Library

Dear Student,

Vose Library wants to support you in your studies by connecting you with the best books and other resources. We have 42,000 books and 80 current journal titles, access to 50,000 ebooks, 350 DVDs and three major journals databases. We also have friendly staff who know a lot about the resources and are ready to help. Don't be scared to ask us questions.

Blessings, Nathan, Bridget and Jess

Staff and Contact Details

Telephone: (08) 6313 6288. General enquires: library@vose.edu.au



Keep up to date with library news—search for “Vose Library” on Facebook and then press ‘like’.

Nathan Hobby

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Bridget Barry

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Jess Judd

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During semester, including study breaks, our opening hours are:

Monday: 8:30am - 5pm

Tuesday to Thursday: 8:30am - 7pm

Friday: 8:30am - 5pm

Saturday: 10am - 1pm

Between semesters, we are open Monday to Friday 8:30am - 5pm.

The Library is closed on public holidays. You can return books anytime through the after-hours chute.

Borrowing Books

The number of books you can borrow depends on how many units you are studying.

Enrolment	Number of items	Standard loan period
Part-time (1 or 2 units)	15	21 days
Full-time (3 or 4 units)	25	21 days
Research students (includes research projects)	40	42 days

The standard borrowing time does not apply to '7 Day Loans' or Closed Reserve (see separate section on this). You can renew items three times if no-one else needs them. If someone else has reserved a book, we ask that you return it as soon as convenient and definitely by the due date.

To borrow or return books, please bring them to the library desk. If there are no library staff available, there is a form to record your loans at the library desk or you can use the self check system on the computer near the entry. There are instructions for each.

You will receive a reminder email two days before your books are due. This gives you a chance to return them or renew them.

Fines begin 14 days after a book is due and are charged at 20c per book per day. You only have to pay your fine once it reaches \$5.

Reservations – if a book you want is out, please reserve it by logging in to the catalogue. We will let you know when it's returned and hold it for you to pick up. We will also let you know if someone else reserves a book you have out; to help your fellow student, please return it as soon as possible.

Library Rules

Rather than a list of rules, we ask you to be considerate to other users. This includes taking heed of the noise zones through the library, with only quiet talking permitted in most parts. It also means helping others where you can and returning books promptly if others have reserved them.

Closed Reserve

Closed Reserve books have been chosen by your lecturer as essential texts for your unit. You can find what has been placed on Closed Reserve or 7 Day Loan by searching for the unit code in the catalogue or browsing by lists and locating your unit name. (We use the lower number code.)

All students need access to the Closed Reserve books, so we encourage you to set aside time to read them in the library. However, you can borrow Closed Reserve books overnight after 4pm. Items are due back at 9:30am the next morning. The weekend loan period starts from 4pm Thursday, with items due back at 9:30am on Monday.

Closed Reserve Rules

1. Only Vose students - Only current Vose students can borrow closed reserve items.
2. Maximum number of loans is three.
3. Demerit points - each time a book is returned late, you will receive a demerit point. If you get three demerit points, you won't be able to borrow closed reserve items for the rest of the semester.
4. Don't leave Closed Reserve books around the library - if you're not currently reading a closed reserve book, please return it to the shelf or to a staff member.

Library Collections

The library is divided into a number of collections, shelved separately. Most of the books are in the Main Collection; the following is a list of special collections.

- **Anabaptist Collection**—a collection of books about the radical reformation movement. Forerunners of the Baptists, Anabaptists had a vision of a church of committed disciples and lived counter-cultural lives shaped by Jesus' teaching.
- **Closed Reserve**—only for overnight loan by Vose students
- **Hallam Collection**—the personal library of the late UWA professor of medieval history, Herbert Hallam, donated to Vose Library in his memory by his family.
- **Heritage Collection** – books and pamphlets connected to Vose Seminary, mainly written by staff and students.
- **Leadership Collection**—resources for Christian leaders, including handling conflict, mentoring and planning.
- **Lookout's Fairbairn-Browne Library**—the Lookout Library is a special collection of books about religious movements, sects and cults. Most of the material was donated by Lookout/Concerned Christian Growth Ministries in 2012 and is still being processed. The collection includes holdings on Buddhism, Islam, Scientology, Christadelphians, and Seventh-Day Adventism, with many others to come.
- **Main Collection - Equip** – these books are easier to understand and appropriate for vocational students studying at VET (non-degree) level. They are shelved with the main collection, but have stickers to mark them out. You can also search them on the catalogue.
- **Main Collection - Pamphlet Box**—these booklets are kept in boxes at the bottom of the main collection shelves, including an extensive collection of Grove Books and WA Baptist history.
- **Popular Collection**—books to read for interest. We also have 350 DVDs and 70 talking books.
- **Reference**—dictionaries, encyclopedias and atlases which can only be consulted in the library. There are some important resources in here that should be your first stop in researching a question. The most-used reference books are shelved at the start as 'Key Reference'.
- **Study Skills**—books to equip you to research, write essays and pass exams.

- **Travelling Library**—the original collection of books owned by the Baptist Union in the 1920s and 1930s and loaned to Baptists scattered through the state.
- **Upstairs & Pre-1900 Collections**—less used and older books. Exercise caution before using these in your assignment – they tend to be less authoritative sources of information. Upstairs Collection books between call numbers 300 and 999 are now located in the chapel.

Library Facilities

- **Photocopier**— 15c per A4 page. You need to set up an account at the office with a four digit PIN.
- **Scanning**—free. The photocopier allows you to scan pages to email. Instructions are on the wall above the copier.
- **Computers** —The library has computers for student use; they all have internet access and word processing software. One computer has Bibleworks – a program your biblical studies lecturers will tell you about.
- **Wireless internet**—free wireless is available to all students and library members. The username is 'student' and the password is 'Vose_sTudent'.
- **Air-conditioned silent study area** in the Dewar Room.
- **Booksale**—check out the books for sale in the library lounge at the front of the library. New books are added each week. There is also a shelf of free books.
- **Courtyard**—the outside courtyard is a great place to chat to other students or eat your lunch.
- **Drinks** can be brought into the library. Please be careful and don't leave your cups behind.