

**California Trinity**

**School of Business**

**Library Handbook**

**2023-2024**

WELCOME

Welcome to the California Trinity School of Business (CTSB) library handbook. This handbook was created to assist students in making the most use of the CTSB Library. Students will learn the types of resources and services that are available through the library, to help students succeed in their studies.

California Trinity School of Business Mission Statement

CTSB strives to guide students towards their fullest educational, intellectual, and human potential by exploring their capabilities and interests. By combining the traditional with the contemporary, partnering academic with non-academic, CTSB encourages students to advance knowledge, promote understanding, and serve our diverse humanity with wisdom.

Library Purpose Statement

The mission of the CTSB Library is to provide students, faculty, and staff the essential resources, services, and spaces required to successfully achieve their academic endeavors.

This mission is supported by the following goals: Resources

 To provide well organized collection of books, periodicals, audiovisual and electronic media which effectively supports the curriculum, course offerings, and usage of the institution

 To develop a collection that is comparable to accredited colleges which is similar with our size

 To provide technological tools, software, and hardware that facilitate research and easy access to information

 To provide access to an electronic catalog of materials, organized according to nationally recognized and accepted standards, which includes access to databases and full-text materials and provides a gateway to a wide variety of external resources

Services

 To provide reference and research assistance as a method of supporting students’ learning and faculty’s instruction

 To provide training in information literacy and research skills, plagiarism, copyright, fair use, information retrieval, etc.

 To provide competent professionals and support staff in adequate numbers to meet the needs of faculty and students

 To provide access to additional resources from other collections such as cooperative agreements, inter-library loan, and resource sharing programs

 To partner with faculty in developing and implementing use of library resources to better support their instruction

Facilities

 To provide comfortable, well-lit, and attractively furnished study space for users to fully use the library services and materials within the library

Library Hours of Operation

Monday through Friday 1:00 p.m. - 8:00 p.m.

Saturday 9 a.m. - 6 p.m.

Library Holdings & Location

The CTSB campus library is located on the 3rd floor. The library contains a wide variety

of resource materials for student use, in addition to computer stations with Wi-Fi Internet access, and study tables. The library’s physical collection contains hundreds of books relevant to our business and accounting programs. Students may use textbooks, dictionaries, encyclopedias, newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends. The librarian is available to assist students with learning resources and data research.

Our physical library uses the honor system to allow students to check books out of, and in to the library themselves. Students are trusted to sign out the books they want and are expected to return them promptly, within the 3-week checkout period.

The library also offers students electronic resources through our online library called LIRN (Library and Information Resources Network). LIRN provides our students with access to hundreds of thousands of materials in various formats such as electronic books, journals, articles, databases, and multimedia content (i.e. ebooks, e-journals, videos, music, images). These resources are readily available to students and can be accessed anywhere there is an internet connection,

To access our online resources, go to the LIRN homepage at [https://www.lirn.net](https://www.lirn.net/) and select the "Databases" button or go directly to <https://www.lirn.net/databases>; Enter our institution’s LIRN ID when prompted. Once you have logged in, the resources will appear on the LIRN Gateway Menu.

Note that on the LIRN Gateway Menu, there is a single search feature that allows students to search all vendors at once the LIRNSearch feature. Students will also be able to search individual databases by clicking on the desired database.

The default view for our LIRN subscription is set at “Subject view”. You can change this view during your active session by clicking on one of the other tabs “Alphabetical,” “Simple,” or “Vendor”.

Our Librarian staff has composed a YouTube Video that you might find useful. This can be found on the LIRNotes channel (<https://www.youtube.com/watch?v=nl7tjhNMyFo>).



The Classification System

The CTSB campus library uses the Library of Congress classification system (LC).

This system of classification is used by most college and School libraries. The LC system arranges

materials into subject areas and allows books or media on the same subject to be placed together on the shelves. Each item is assigned a call number which consists of a series of letters and numbers:

**EXAMPLE: GV** broad subject--RECREATION

 **995** further identifies the subject

 **.B37** B is the first letter of the author's last name, 37 further identifies the author

Once you have identified a call number, you can locate materials in separate areas of the Library. Generally, these areas are circulation, reference (REF or R) and media (VCR, VCT, DVD, EQ). NOTE: Oversize books are shelved in a separate area. Ask for assistance when looking for these books.

Reference and audiovisual materials let you know that they are shelved separately from circulating books because they have REF or other collection code above the call number. When you find the correct area, each shelf has designated signs with letters/numbers on the end panels. Locate the first letter of the call number (B for example) on the end panel. Then look for the second letter, if there is one. A single letter B would come before BC. BJ would come before BT, etc.

Follow these two rules when you encounter decimals in a call number:

1. Numbers that precede a decimal are read as whole numbers.

2. Numbers that follow a decimal are read as decimals.

**EXAMPLE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| B | BC | BJ | BT | BT | MT |
| 123 | 11 | 222 | 160.4 | 16.48 | 881.7 |
| .R4 | .K2 | .T31 | .T62 | .Z21 | .A43 |

**GUIDE TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM**

**A. General Works**

AE - Encyclopedias

AI - Indexes

AM - Museums

AP - Periodicals

AS - Academics

AY - Yearbooks, almanacs

**B. Philosophy, Psychology, Religion** B - History & systems of philosophy

BC - Logic

BD - Speculative philosophy

BF - Psychology BH - Aesthetics BJ - Ethics

BL - Religions, mythology, rationalism

BM - Judaism

BP - Islam, Bahaism, Theosophy

BR - Christianity (General) BS - The Bible

BT - Doctrinal theology BV - Practical theology BX - Denominations and Sects

**C. Auxiliary Sciences of History**

CB - History of civilization &

culture

CC - Archaeology (General) CD - Diplomacy, archives, seals

CE - Chronology CJ - Numismatics CN - Epigraphy CR - Heraldry

CS - Genealogy

CT - Biography (General)

**D. History - General & Eastern**

D - History (General) DA - Great Britain

DB - Austria, Czechoslovakia, Hungary DC - France

DD - Germany

DE - Mediterranean, Greco- Roman world

DF - Greece

DG - Italy

DH - DJ: The Benelux

DK - Russia

DL - Northern Europe DP - Spain, Portugal DQ - Switzerland

DR - Eastern Europe; Turkey

DS - Asia

DS520-DS689: Southeast

Asia

DT - Africa

DU - Oceania, Australia, N.Z. DX - Gypsies

**E & F. History - Western Hemisphere** E - America (General), U.S.

F1-F975 – U.S. local history F1001-F1140 – Canada

F1201-F1392 - Mexico

F1401-F3799 - Central and South American, the Caribbean area

**G. Geography, Anthropology, Recreation**

5G - Atlases, Globes, Maps GA - Mathematical geography, cartography

GB - Physical geography

GC - Oceanography GF - Human ecology GN - Anthropology GR - Folklore

GT - Manners and customs

GV - Sports and recreation GV1580-GV1799 – Dance

**H. Social Sciences and**

**Business**

H - Social Sciences (General)

HA - Statistics

HB - Economic theory HC - Economic history HD - Land, agriculture, communication

HE - Transportation

HF - Commerce

HG - Finance

HJ - Public finance

HM - Sociology

HN - Social history

HQ - Social groups; the family, marriage, women HS - Societies and clubs HV - Social pathology, criminology, welfare

HX - Socialism, communism, anarchism

**J. Political Science**

J - Official documents

JA - Collections and general works

JC - Political theory

JF - Constitutional history JK - U.S. constitutional history

JS - Local government

JX - International law & Relations

**L. Education**

L - Education (General)

LA - History of education LB - Theory and practice LC - Special aspects

LD - Individual U.S. institutions

LH – College/school publications

LJ - Student fraternities &

societies

LT - Textbooks (General)

M**. Music**

M - Music (General)

ML - Literature of music

MT - Music instruction and Study

N. **Fine Arts**

N - Visual arts (General) NA - Architecture

NB - Sculpture

NC - Drawing, design, illustration

ND - Painting

NE - Print media

NK - Decorative arts, applied arts

NX - Arts in general

P. **Language and**

**Literature**

P - Linguistics

PA - Greek and Latin

PB - Modern European languages; Celtic languages

PC - Romance languages

PD - Old Germanic and Scandinavian languages

PE - English language

PF - Dutch, Flemish, German languages

PG - Slavic languages and literature

PJ - Middle Eastern languages and literature

PK - Indo-Iranian languages and literature

PL - East Asian, African, and Oceanic languages and literature

PM - American Indian;

artificial languages

PN - Literature, literary history and collections PN1993-PN1996 - Motion Pictures

PQ - Romance literature PR - English literature

PS - American literature PT - Germanic literature PZ - Children's literature

Q. **Science**

Q - Science (General) QA - Mathematics

QB - Astronomy

QC – Physics

QD - Chemistry QE - Geology

QH - Natural History

(General)

QK - Botany QL - Zoology

QM - Human Anatomy

QP - Physiology

QR - Microbiology

R. **Medicine**

R - Medicine

RA - Public aspects of medicine

RB - Pathology

RC - Internal Medicine

RD - Surgery

RE - Ophthalmology

RF - Otorhinolaryngology RG - Gynecology and obstetrics

RJ - Pediatrics

RK - Dentistry

RL - Dermatology

RM - Therapeutics;

pharmacology

RS - Pharmacy and material medica

RT - Nursing

RX - Homeopathy

RZ - Other systems of

Medicine

S. **Agriculture**

S - Agriculture (General) SB - Plant culture

SD - Forestry

SF - Animal culture

SH - Aquaculture, fisheries, fishing

SK – Hunting

T. **Technology**

T - Technology (General)

TA - Engineering (General) TC - Hydraulic engineering TD - Environmental technology

TE - Railroad engineering

TG - Bridge engineering

TH - Building engineering

TJ - Mechanical engineering and machinery

TK - Electrical engineering;

electronics

TL - Motor vehicles;

aeronautics; astronautics

TN - Mining engineering; metallurgy

TP - Chemical technology

TR - Photography

TS - Manufactures

TT - Handicrafts; arts and crafts

TX - Home economics; Cooking

U. **Military Service**

UA - Armies

UB - Military administration UC - Maintenance and transportation

UD - Infantry

UE - Calvary; armored and mechanized Calvary

UF - Artillery

UG - Military engineering

UH - Other services

V. **Naval Science**

VA - Navies

VB - Naval administration VC - Naval maintenance VD - Naval seamen

VE - Marines

VF - Naval ordinance

VG - Minor services of navies VK - Navigation. Merchant marine

VM - Naval architecture. Shipbuilding. Marine engineering.

Z. **Library Science**

*If you cannot locate the books you want, remember:*

1. Double check the call number.

2. The book may be slightly out of place; look in the vicinity of its placement.

3. The book may be checked out; you may want to put a hold on it if you cannot locate a suitable substitute in the stacks.

4. Ask the library staff for assistance.

Circulation Services

**Circulation Period:**

Students Circulation Period - books can be checked out for three weeks.

Faculty is asked to return items as soon as possible once they have completed using them. Reference

books and periodicals do not circulate. They are for library use only.

Media-Audio Visual materials - can be checked out by faculty and staff members only. These items are

loaned until the end of the term. Faculty is asked to return items as soon as possible once they have completed using them. These items cannot be checked out to students, but may be used by students in the library.

Reserve books - books are "in-library use only," overnight (due by 9:00 a.m. the following day), or as specified by instructor.

**Personal Hold Requests**

Students, faculty, and staff may request that a circulation item be held for them if the item has been checked out and is unavailable. These holds can be placed by asking the library staff. You will be notified when the item is returned to the library and is available to you.

**Fines and Overdue Materials**

At the end of each semester, faculty overdue notices are sent to those faculty members who have failed to return books and other materials to the library. However, faculty and staff borrowing privileges may be suspended when materials have not been returned after one academic year. The prompt return of materials is necessary if the library is to give you and others quality service. Fines are imposed on the late materials as follows:

Three-week check-out of Books-.25 cents per day per book

Reserve check-out of materials - $2.00 per hour, per item

**Lost Items**

If a book is lost, the user should inform the library staff immediately. The student will be charged the replacement cost of the book plus a $10.00 processing fee.

**Copier**

Copiers with enlarging and reduction features are located in main school office. The cost is ten cents per page.

Reference Services

 **Reference Collection**

Books in this area contain specific factual information and are not usually read cover-to-cover. Information in a reference work, which may be single or multi-volumes, are usually presented alphabetically or topically, often with thorough indexes at the end of the work and instructions for use at the beginning. The staff will gladly assist students in locating reference materials.

Using Reference Materials – What are reference materials?

Reference materials are books that can be used by itself as a source of information without use of a second source of information. (Although a reference book may refer or lead to another source of information, it is not its primary purpose.) Reference books usually include access components such as indexes that lead to information elsewhere in the book itself, rather than to other sources of information. In many cases, reference books cannot be used effectively without using access points included in the reference book. It is therefore, important to look for indexes and other access keys in reference books. The library’s reference collection contains many books that will be useful in research. The library staff can help you identify and use the most useful reference books such as Dictionaries, Encyclopedias, Biographical Sources, Almanacs, Statistics, Specialized Encyclopedias, Chronologies, Atlases, Handbooks, Directories, and Compilations.

**Periodical Collection**

The library currently subscribes to a variety of periodicals, including professional and technical journals, newspapers, and popular magazines, which support the college’s curriculum and assignments. Current periodical issues are on display. Faculty is encouraged to work with the library to develop assignments that will introduce students to the professional journals in their area of study. A list is also available in the library.

Periodicals are works which appear "periodically", such as newspapers, magazines ("popular") and journals ("scholarly"). Such sources will provide more up-to-date information than books.

**Multimedia Services**

Multi-media items available for use in the library include DVDs, VCR Cassettes, transparencies, audiocassettes, slides, records, and other items. These are for use in the library, and can be located like any other item through use of the OPAC card catalog. Please contact with the library staffs for assistance in finding these materials.

Equipment items are loaned to faculty for classroom use. An AV Materials Reservation Form is available for faculty use on the library web site. Faculty is encouraged to reserve equipment at least two days in advance. Please ask your campus librarian for additional information.

Special Library Services

 **Interlibrary Loan**

Interlibrary loan is the process by which a library requests material from or provides material to another library. The purpose of interlibrary loan is to obtain material not available in the user's local library.

 Interlibrary loan service is available to all current students, faculty, and staff. Guest borrowers and

alumni should use interlibrary loan service available at their local public library or the academic library at their place of study.

**Borrowing Restrictions**

The library determined borrowing restrictions by the type of materials or any other conditions to allow circulation. Most books, magazine, and journal articles can be requested through interlibrary loan.

 **Copyright Issues**

Copyright law limits the number of photocopied articles that can be borrowed through

Inter Library Loan. Once we have reached our limit, we will inform you what the closest library owning that title is.

**Initiating Requests**

Borrowers are expected to check the library catalog and periodical databases prior to initiating a request to make sure we do not already own or have access to the item. Submit an interlibrary loan form for each item requested. Give complete and accurate information. Turn in your form at the Circulation desk. Student requests are limited to 5 items per month. The length of time needed to obtain materials varies. Most items can be obtained in about 10 days. There are times when materials arrive earlier and times when it takes longer. Please plan accordingly.

*Note: Faculty, staff, and students enrolled at other institutions of higher education are encouraged to explore the availability of collections and services at their place of study.*

**Notification & Use of Items**

When your interlibrary loan arrives, we will call you. You can pick up your item at the

Circulation desk. The loan period and any restrictions are set by the lending library. The loan period is

usually about 3 weeks. Photocopies of articles are yours to keep.

Interlibrary loan items must be returned to the Circulation desk. Patrons are responsible for any damaged or lost materials. Abuse of interlibrary loan policies by any patron will result in suspension of all library privileges.

**Renewals**

Library items may be renewed twice, if there is no hold request. Items can be renewed any time before they are due.

**Charges**

In general, there is no charge. We make every effort to borrow from the library that does not charge; however, there are cases when this is not possible. In this case, we will notify you of any charges before we process your request. You are responsible for all costs incurred.

**Ask a Librarian**

Have a question? This service is available to all students. You ask question in person, by phone, or by email.

**Library Orientation / Information Literacy Instruction**

The librarian offers Library Orientation Programs, Library Workshops, and Information Literacy Instruction for classes and individuals upon the request. These instructional sessions cover basic information about the library, general policies, the Library of Congress Classification system, copyright, plagiarism, research methods and the various services provided by the library. Faculty members are required to submit a written request, to the librarian, for a library information literacy session at least one week before the date for instruction.

**Course Reserves**

Faculty may place items from the library collections on reserve, or offer items to be held on reserve for

student use as related to a specific course. Faculty members should meet with the Campus Librarian to make any necessary arrangements.

**Purchase Recommendations**

Faculty members are encouraged to recommend items to be added to the collections. All purchases

made will be consistent with the college’s collection development/management policies.

**Nondiscrimination Policy**

It is the policy of the school that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.