



SUMMIT
CHRISTIAN COLLEGE

**Summit Christian College, an institution of higher learning,
educates people for Christian leadership.**

Library Handbook
2014-15 Student Edition

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Summit Christian College holds candidate status
at the undergraduate level with the Commission on Accreditation of the
Association for Biblical Higher Education.



The Association for
Biblical Higher Education
Formerly *The Accrediting Association of Bible Colleges*

Association of Biblical Higher Education
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Mission of the Library

The SCC library will provide the resources and services necessary to fulfill the College mission: “Summit Christian College, an institution of higher learning, educates people for Christian leadership.” The primary focus is to provide appropriate print and non-print materials for the students and faculty, enabling them to be Godly servant-leaders in their communities.

History of the Library

The library of Summit Christian College opened in 1951 when Platte Valley Bible College (PVBC) was established in Scottsbluff, Nebraska. During the first two years, the books were housed in the Church at Bryant, which was also the facility for the College.

The small library collection was moved, in 1953, to the facility at 4th Avenue and 17th Street when PVBC purchased that property and moved all of the activities of the College to that location. In 1958, a Baptist church building on the corner of 3rd Avenue and 16th Street was purchased. All college activities and functions were moved to that location leaving the 4th Avenue facility to be used as a dormitory.

Gerald Parriott became a full-time professor in 1961, and was given the responsibility of being the librarian as time permitted. Gerald continued working with the library as needed until he left for the mission field in 1972. Shirley Kelly helped in the library for a short time. Then Olin Atwood, a full-time professor, became the part-time librarian until 1984, when he retired. During that time period, the library was moved to the Lincoln Hotel, which had been purchased by PVBC.

In 1988, the library was returned to the property at 3rd Avenue and 16th Street with Gerald Parriott again given the responsibility of part-time librarian. Gerald continued with the work of part-time librarian until 2000, at which time Charles Beard took the responsibility as Academic Dean. In 2005, George Keralis took over the responsibility of the library as Academic Dean. Merle Powell succeeded him as Academic Dean in 2008. Scott Gribble has served as the current Academic Dean since 2011.

Many individuals have helped with the work in the Summit Christian College library. However, Mrs. Evelyn (Floyd) Hopper was a truly outstanding library volunteer, actively serving in the library from 1990 to 2006. Mrs. Hopper helped with the largest continuous growth of the library.

From 2006 to 2010, the College employed Jenni Powell as Library Consultant. Jenni had worked at the Scottsbluff Public Library for over 15 years. She was well trained with a desire to minister to the Lord through the work in our library.

In 2013, the College hired Samantha Hayner as a core faculty member teaching in missions and general education to serve as the Library Coordinator. The same year, the College also engaged the services of Jill Ellis as a consultant. Jill is a former technical services librarian at Western Nebraska Community College. Jill brings her credentials and experience in higher education libraries to the Summit library.

Over the years, individuals and private libraries have donated many thousands of books to the library. Additionally the College has purchased new books on a regular basis. We recognize and thank those who have contributed to the library through their hard work and generosity.

Special Library Donations

The library has been the recipient of many valuable volumes from numerous friends of the college. We gratefully acknowledge gifts from the following generous donors who have given their libraries to the College:

Ted Addington	Floyd Hopper
Ellwood Beeman	Doyle Kinney
The El Paso School of Missions Library	Christian Martin
H.E. Fletcher	Howard Roseberry

Library Hours

Monday – Friday	6:00 a.m. – Midnight
Saturday	8:00 a.m. – Midnight
Sunday	Noon – Midnight

The College has made the library available for student use during the above hours to accommodate student need and facilitate student learning. Students need to recognize that although they have access to the library during these hours, the library is not staffed during all of these hours. During normal office hours, students needing assistance may contact the Library Coordinator or a faculty member.

Patron Conduct and Responsibilities

The library is an academic facility in which certain standards of conduct and use are necessary for the benefit and comfort of all patrons. It is the responsibility of each patron to put into practice the rules of good citizenship and stewardship in regard to the use of the library's facilities and materials.

- 📖 The library is for study and research, thus a quiet attitude should be demonstrated at all times. Patrons shall respect the right of others to quiet study areas.
 - ♦ Headphones or earbuds must be used to view videos or listen to music.
 - ♦ Cell phone usage should be limited. Please leave the library to accept or make phone calls. Ringers should be set to silent mode, so that other patrons at work are not disturbed.
 - ♦ Limited talking is allowed, but patrons must respect others so that all can study without distraction.
- 📖 Patrons shall respond courteously to library personnel.
- 📖 Under no circumstances should library materials be removed from the library without completing proper checkout procedures. To do so is to abuse library privileges, to infringe on the rights and privileges of others, and to violate the standards of conduct of Summit Christian College.
- 📖 Reference books are not to be removed from the library by a student.
- 📖 Some books will be placed on reserve for specific classes at the professor's request, to give more students access to these materials; they must be used only in the library. Occasionally, professors may give permission for books on reserve to be checked out.

- 📖 Patrons shall not reshelve any materials. Books taken from the shelves for study in the library should be left on a study table. Returned library books are to be placed in the designated area. Library personnel need to perform this function in order to maintain proper shelving order and to obtain use statistics.
- 📖 Patrons shall display a correct attitude toward property, viewing it as a matter of stewardship and therefore refraining from any acts of vandalism. Patrons shall sit in chairs, not on tables.
- 📖 Patrons shall preserve cleanliness by not bringing any food items into the library and by disposing of trash properly. Reusable, spill-proof cups may be used in the library. Cans of pop, cups without lids, and other containers that may spill liquids are not allowed in the library. Absolutely no food or drink is to be used at the computer tables. The library is carpeted, and a large number of books are often on the reference area table. If a patron damages books, periodicals of any kind, newspapers, computer equipment or any other library equipment, the patron becomes financially responsible for replacing or repairing library material. We expect students, staff, faculty and guests to use common sense with the resources entrusted to the library.
- 📖 Personal belongings should not be left unattended in the library.

Confidentiality of Borrower Records

It is the policy of the American Library Association to maintain the confidentiality of borrowers' records. However when an individual borrower's abuse of library privileges infringes on the needs of other members of the Summit Christian College community, the library reserves the right to disclose the borrower's name per FERPA guidelines.

Visitors

Visitors are welcome at the Summit Christian College library and may use any of the materials in the library, but do not automatically have checkout privileges. Visitors may obtain checkout privileges by visiting the registrar during the College's regular business hours.

Overview of Library Resources

By way of a general introduction to the library and its scope, the library contains the following in its resource collections:

Archive Materials	Maps
Audiotapes	Mission Newsletters
Books	Pamphlets
CDs and DVDs	Periodicals (current and bound)
Curriculum Materials	Videos

At the close of the 2013-2014 academic year, the library had almost 19,000 volumes. As a specialized collection, the library is tailored to support the College's curricula of Bible, theology, and Christian ministries.

Dewey Decimal System

Summit Christian College uses the Dewey Decimal System to classify books. The following listing is a brief outline of that system.

- 000 – 199 – General works: philosophy, psychology, ethics, etc.
 - 200 – Religion (General Works)
 - 210 – Natural Theology
 - 220 – Bible; General Works, Biblical Instruction, Bible as a Whole
 - 221 – Old Testament
 - 225 – New Testament
 - 230 – Doctrinal, Dogmatics, Theology
 - 240 – Devotional (Practical)
 - 250 – Pastoral Theology and Church Problems
 - 260 – The Church
 - 266 – Missions
 - 268 – Religious Education
 - 270 – Church History
 - 280 – Christian Churches and Sects
 - 290 – Non-Christian Religions
 - 300 – Sociology: Government, Economics, Education, Banking, Commerce, Marriage
 - 400 – Languages: Grammar, Dictionaries, Readers, etc.
 - 500 – Science: Math, Astronomy, Physics, Geology, Chemistry, Biology, Botany, Zoology
 - 600 – Useful Arts: Medicine, Engineering, Business, Salesmanship, etc.
 - 700 – Fine Arts: Architecture, Painting, Photography, Music, Amusements, etc.
 - 800 – Literature: Poetry, Drama, Debates, Essays, etc.
 - 900 – History (Travel and Biography)
 - 920-930 – Arranged alphabetically by individual. The 920s are religious.
 - 921 – Arranged by occupation
- Fiction
Reference

Library Services

Library services include circulation, reserves, reference, interlibrary loan, and instruction. These functions exist to help the library patron in finding and obtaining the best materials for research.

A. Circulation

Materials are checked out by completing information requested on the clipboard at the Circulation Desk. The normal checkout period is two weeks. Two possible renewals per book are permitted if there is no other patron on the waiting list for that particular book. Materials must be renewed by coming to the Circulation Desk. The number of items that may be borrowed at one time is limited.

Borrow all materials in your own name. Those items shared with other students remain the responsibility of the one checking them out. Second party borrowing is not permitted and doing so may jeopardize one's borrowing privilege.

B. Returning Borrowed Materials

Return materials are to be placed in the designated area next to the Circulation Desk.

C. Placing a Hold on Materials

If the material needed is not on the shelf, patrons may check the online catalog. If the material is checked out, patrons may put a hold on it through the online catalog. When the material is returned, the patron will be notified by email. It will be held at the Circulation Desk for up to 48 hours for pick-up by the requesting patron.

D. Overdue Materials

Fines are 25¢ per day per book for books kept after the due date. Library fines are a part of a student's bill. At the end of the semester, students with unpaid library fines will not be allowed to take final exams nor re-enroll for classes for the following semester.

E. Lost Materials

Students must pay for the replacement of all lost library resources. If the identical resource is no longer available, the library will replace the lost resource with an available resource providing similar curricular support, and the student will be billed for the expense.

Library resources not returned by the day the dorms close for the semester will be treated as lost items.

If the lost material is returned within six (6) months, and if a replacement has not been ordered, the replacement cost will be refunded.

F. Periodicals

Current periodicals are to be used in the library only. Single back issues of periodicals and bound periodicals may be checked out overnight.

G. Reference Books

Library personnel provide reference assistance in the use of the library, in the search for research materials, and in the provision of general research guidelines. The reference section contains encyclopedias, almanacs, handbooks, directories, bibliographies, dictionaries, commentaries, atlases, and other resources for research. They are numbered the same as the circulating books, but have "R" on the top line of the call number. Reference books are not to be checked out of or removed from the library.

Any student who removes a reference book or reserve book from the library will be subject to a fine of \$20. The fine will double if it is not paid within seven days. If the fine is not paid within fourteen days, the student may be placed on character probation.

H. Reserve Books

Items are placed on reserve at the request of faculty, so that they will be available for an entire class. Faculty or staff should contact the Library Coordinator to place items on reserve. It is not permissible to take reserve books out of the library without the permission of the professor.

I. Interlibrary Loan

In this day of rapidly expanding knowledge and technology, no library can afford to collect every book or periodical published. However libraries do tend to be cooperative in sharing their resources. Interlibrary loans (ILL) are transactions in which library materials are made available by one library to another library for use by an individual patron. ILL materials may be requested by students, faculty, or staff. Requests should be made to the library staff via the link on the library's website.

Library Catalog

Patrons can search for books held by the library via the search engine located under the Library tab of the Summit Christian College website. The search engine is also accessible for those logged into MySCC by selecting the OPAC: Library Catalog tab. Searches can be based on the partial or complete title of a book, on part or all of an author's name, or by general subject. After a user provides desired parameters and presses the search button, results will appear as a list below the search request. The book's main title and author's name will appear on the left. On the right will be a call number, based on the Dewey Decimal System, showing where each book is housed on the library shelves.

Certain materials will have a letter before the call number, which shows a location different from books on the general circulation shelves.

- R Item is in the reference area for use only in the library and cannot be checked out. Copies must be made if the patron plans to leave the library with the information.
- AV Item is located on the short wooden shelf for audiovisual materials. Audiovisual items may be checked out of the library.

Additional information regarding each item on the results list can be obtained by clicking on the book title. When a title is selected, a pop-up box will appear, showing information such as the subtitle, year, edition, publisher, length of the book, and general subject. The status of the book will appear at the bottom right of the box.

- On Shelf The book is currently in the library.
- On Loan The book has been checked out of the library.

If an item is currently on loan, a patron may place it on hold for checkout upon its return to the library. The requesting patron must be logged on and using the search available through MySCC in order to place an item on hold. In the pop-up box of a specific book, above the "On Loan" status, the patron may click on "Request to Hold This Title" then select "Please hold this book for me" and press the Request Hold button. A message confirming the hold request will then appear in the pop-up box. When a book on hold is returned to the library by the previous patron, an email will be sent to the requesting patron and the book will be held by library staff for two days. Hold requests can be cancelled only by library staff.

Books for Sale and Free Books

Duplicate copies and weeded items are often put out for sale to students, faculty, staff and guests as advertised. “Freebies” may be made available at any time at the discretion of the library staff.

Cooperation with Community Libraries

This library is a member of the Panhandle Library System, which provides cooperation and support for libraries of western Nebraska as well as a link with hundreds of libraries statewide. Summit students can easily use the nearby facilities of the Gering and Scottsbluff Public Libraries as well as the library at Western Nebraska Community College Scottsbluff Campus.

A. Gering Public Library (www.geringlibrary.org)

Monday – Thursday 10:00 a.m. – 7:00 p.m.
Friday – Saturday 10:00 a.m. – 5:00 p.m.

The Gering Public Library is located at 1055 P Street. The library features print and audio books, videos and DVDs that may be checked out. Downloadable audio books are free for library card holders. The library also has magazines, newspapers and several office equipment items for use on location, including nine desktop and eight laptop computers.

To obtain a library card, a person must provide a photo ID and complete a short application at their Circulation Desk. Applying for a card from the Gering Public Library is not necessary if an individual already has a card from a consortium library (Arthur County, Bridgeport, Gordon, Grant County, Kimball, Lyman, Morrill, Oshkosh, Paxton, Rushville or Sidney). Library cards can be replaced by showing a photo ID and paying a \$2 replacement fee.

B. Lied Scottsbluff Public Library (www.scottsbluff.org/departments/library)

Monday – Thursday 9:00 a.m. – 8:00 p.m.
Friday – Saturday 9:00 a.m. – 6:00 p.m.
Sunday 1:30 – 4:30 p.m.

The Lied Scottsbluff Public Library is located at 1809 3rd Avenue in Scottsbluff. Hours posted above are in effect Labor Day through Memorial Day. Summer hours are more limited.

Books, magazines, cassettes, CDs, videos and DVDs are available for check out. Newspapers, downloadable audio books and some databases are accessible online with a library card number. This library has sixteen public computers available for use as well as free WiFi for personal laptops and devices.

To apply for a library card, complete a one-page application at their Circulation Desk and provide proof of current address on an ID or other document (e.g. a bill). There is a \$1 replacement fee for lost cards.

C. Western Nebraska Community College (WNCC) Library (libguides.wncc.edu/library)

Monday – Thursday 8:00 a.m. – 8:00 p.m.

Friday 8:00 a.m. – 4:00 p.m.

The WNCC Library is located in the Learning Resource Center on the second floor of their Scottsbluff Campus main building at 1601 East 27th Street. The hours above are in effect during the school year with shorter hours in effect during summer.

Any visitor to this library may use the study areas, device charging station, copier, other office equipment, or computers with internet access and word processing. Flash drives and earbuds are available from the Circulation Desk at low cost if needed. A WNCC card is required to check out materials such as books, DVDs, and some magazines.

To check materials out of the WNCC library, those who have never been a student of WNCC must first set up an account and complete an application at no cost. Visit the [Online Application Page](#) to complete the process online or visit Student Services on the first floor of their main building. No specific documentation is needed, but individuals must provide a Social Security Number. If expecting to use a library printer, visit their business office (on the main building first floor) to add money to a student account. Those who have taken a course from WNCC at any of their campuses are in the computer system already and will be able to check out materials.

NebraskAccess Databases

Summit Christian College students have access to NebraskAccess, a gateway to thousands of magazine, journal, and newspaper articles, as well as websites, government publications, state historical resources and more. NebraskAccess is provided by the Nebraska Library Commission with funding from the State of Nebraska and the U.S. Institute of Museum and Library Services. Students may log in to NebraskAccess via nebraskaccess.ne.gov. Library personnel can provide the correct password, which changes every April and October.

Additional Online Resources

The following resources may be of use specifically for students and are available at no cost. Library staff attempts to stay current with these websites. However if you encounter a website that is no longer available, please inform the library.

American Bible Society

www.americanbible.org

American Counseling Association

www.counseling.org

American Society of Church History

www.churchhistory.org

ATLA World Christianity Website

www.yale.edu/adhoc/research_resources/wcig.htm

Barna Research Online
www.barna.org/research/custom-research

Bartleby.com: Great Books Online
www.bartleby.com

Bible Gateway
www.biblegateway.com

Bible Monk: Bible Study Online
www.houlton.net/monk/mainpage.htm

Biblical Studies on the Web
www.bsw.org

Cambridge Journals Online
journals.cambridge.org

Christian Apologetics & Research Ministry
carm.org

Christian Church (Disciples of Christ)
www.disciples.org

Christian Classics Ethereal Library
www.ccel.org

Christian Standard
christianstandard.com

Christian Website.com
www.christianwebsite.com

Christianity Today
www.christianitytoday.com

Creation Science Resources
CreationScience (creationscience.net)
Institute for Creation Research (www.icr.org)

Crosswalk.com: Intersection of Life and Faith
www.crosswalk.com

Dictionaries
Dictionary.com (dictionary.reference.com)
Merriam-Webster Dictionary (www.merriam-webster.com)
OneLook (www.onelook.com)
Oxford Dictionaries (www.oxforddictionaries.com/us/)

Education Resources
Children's Ministry Magazine (childrensministry.com)
Education Index (www.educationindex.com)
The Master Teacher Discipline Help (www.disciplinehelp.com)
Teachers.net (teachers.net)

Encyclopedias

Encyclopaedia Britannica (www.britannica.com)

Encyclopedia.com (www.encyclopedia.com)

Internet Encyclopedia of Philosophy (www.iep.utm.edu)

Stanford Encyclopedia of Philosophy (plato.stanford.edu)

Greek Resources

Institute of Biblical Greek (www.biblicalgreek.org)

The Online Greek Bible (www.greekbible.com)

Hartford Institute for Religion Research

hrr.hartsem.edu

HighBeam Research

www.highbeam.com

Infoplease

www.infoplease.com

Internet Archive

archive.org

Internet History Sourcebooks Projects

www.fordham.edu/halsall/

Internet Public Library (ipl2)

www.ipl.org

Leadership U

www.leaderu.com

LibDex (directory of libraries and books)

www.libdex.com

Library of Congress Virtual Reference Shelf

www.loc.gov/rr/askalib/virtualref.html

Library of Economics and Liberty

www.econlib.org

Map Collection

www.lib.utexas.edu/maps/

Missions Resources

Joshua Project (joshuaproject.net)

Operation World (www.operationworld.org)

Pioneer Bible Translators (pioneerbible.org)

SIM (www.sim.org)

Team Expansion (web.teamexpansion.org)

National Geographic

www.nationalgeographic.com

New Testament Gateway

www.ntgateway.com

Newspapers.com
www.newspapers.com

Open Library
openlibrary.org

The Oriental Institute (Research on the Near East)
oi.uchicago.edu

Project Gutenberg: Free eBooks
www.gutenberg.org/

Refdesk
www.refdesk.com

Religious and Theological Abstracts
www.rtabst.org

Resource Pages for Biblical Studies
torreys.org/bible/

Restoration Movement Resources
Center for Restoration Studies (bible.acu.edu/crs/)
Disciples of Christ Historical Society (www.discipleshistory.org)
Hymnals (www.lincolnchristian.edu/library/hymnals/)
Restoration Movement Website (www.mun.ca/rels/restmov/)
Restoration Quarterly (www.acu.edu/sponsored/restoration_quarterly/)
Restoration Serials Index (www.restorationserialsindex.org)
Stone-Campbell Journal (www.stone-campbelljournal.com)
Unity in Diversity (www.unity-in-diversity.org)

Review of Biblical Literature
www.bookreviews.org

Sermon Central: Resources for Preaching and Teaching
www.sermoncentral.com

Sermon Illustrations
www.sermonillustrations.com

Society of Biblical Literature
www.sbl-site.org

StudyLight.org
www.studylight.org

Theological Research Exchange Network
www.tren.com

Thesauri
Oxford Dictionaries (www.oxforddictionaries.com/thesaurus/)
Thesaurus.com (thesaurus.com)

The Unbound Bible
unbound.biola.edu

The Voice: Biblical and Theological Resources for Growing Christians
www.crivoice.org

Wabash Center Guide for Teaching and Learning in Theology and Religion
www.wabashcenter.wabash.edu/resources/guide_headings.aspx

The World Factbook
www.cia.gov/library/publications/the-world-factbook/

World Religions & Spirituality Project VCU
www.has.vcu.edu/wrs/index.html

World Religions Index
wri.leaderu.com

Youth Ministry.com
youthministry.com

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