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

Library Handbook
Updated February 2025

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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.

Summit Christian College is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808) to grant certificates and degrees at the Associate and Baccalaureate levels.

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The Mission of the Library

The Summit Christian College library provides students and faculty with learning resources and services necessary to fulfill the College's mission and achieve its program learning objectives.

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.

In 1953, the small library collection was moved 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, 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. At that time, the library fell under the direct oversight of the Academic Dean. Throughout the history of the library, many individuals have helped as volunteers. Mrs. Evelyn (Floyd) Hopper was a truly outstanding library volunteer, actively serving in the library from 1990 to 2006. Throughout Mrs. Hopper's tenure, the library saw continuous growth.

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. That same year, the College also engaged the services of Jill Ellis as the consultant. Jill was a former technical services librarian at Western Nebraska Community College. She served until June 2018 when Ruth Carlock began serving as the Library Consultant. Ruth had an MLS from the University of Missouri-Columbia and served as the librarian for York College in York, NE. Upon her retirement, Ramona Ratliff became the Consultant in July 2019. Ramona has an MLS from the University of Missouri-Columbia and is a full-time Information Specialist for the Academic Resource Center at York University.

Over the years, individuals and private libraries have donated many thousands of books to the library. Additionally, the College has purchased new books regularly. 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
North Christian Church	Nebraska Christian College
York College	Gerald Parriott

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 needs and facilitate student learning. Students may use their keycards to enter the library during library hours. Students need to recognize that although they have access to the library during these hours, library personnel are on duty for only a few of these hours. The library personnel work schedule is posted in the library. During normal office hours, students needing assistance may contact the Library Coordinator or a faculty member.

All students, regardless of modality, have 24/7 access to the library's electronic resources through the library's password-protected webpage (www.summitcc.edu). Databases and ebook collections are further protected by additional passwords. These passwords are available to students on the secure webpage.

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 regarding the use of the library's facilities and resources.

- All patrons should *sign in* each time they enter the library.
- 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 to maintain proper shelving order and to obtain user 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. 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 during office hours and may use any of the resources in the campus library normally available to patrons. Visitors may obtain checkout privileges by providing library personnel with a current email address, phone number, and home address. The College occasionally allows students enrolled at other institutions of higher learning visiting privileges after business hours. Clearance is granted through the Academic Dean's office.

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	Atlases
Audiotapes	Mission Newsletters

Books	ebooks
Videos	CDs and DVDs
Periodicals (current and bound)	Curriculum Materials

The library has 9,000 physical volumes and 5,000 e-books. 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 a new student library orientation, reference services for circulation, e-book, reserve, and reference resources, interlibrary loans, and tutoring. The library provides these services to help library patrons find and use the best research materials for students and faculty.

A. Circulation (Physical Resources)

Check-out. On-campus students may check out physical resources at the circulation desk. Online students may request physical resources be mailed through the library webpage. The normal checkout period for physical resources is four weeks.

Patrons must check out all resources in their own names. If a patron checks out a resource and loans it to another user, the patron who checked out the resource is still responsible for the resource.

Renewals. On-campus students may renew physical resources at the circulation desk, or by contacting the library personnel via email. Online students may renew resources by contacting the library personnel via email.

Returning Borrowed Materials. Return materials are to be placed in the designated area next to the Circulation Desk. Online students should return resources via Media Mail (USPS).

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.

Overdue Materials. Patrons will be notified if their resources have not been returned to the library by the due date. If the resources are not returned in one week, a 25¢ per day per book fine will be levied. 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 until the fines have been paid.

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.

B. Ebooks

SCC has access to over 5,000 ebooks through the library webpage (www.summitcc.edu/ebook-library). Access to the ebooks is limited to SCC personnel and current students and library members.

C. Databases

All SCC students have access to the databases in NebraskAccess. The databases are paid for by the Nebraska Library Commission. See NebraskAccess Databases on page 10 for further details.

D. Periodicals

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

E. Reference Books

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 or removed from the library.

Any student who removes a reference book or reserved 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.

F. 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.

G. Interlibrary Loan

Interlibrary loans (ILL) are transactions in which library materials are made available by one library to another library for use by an individual patron. Students, faculty, and staff may request ILL resources. Requests should be made to the library staff via the link on the library's website or in person at the circulation desk.

G. Tutoring

The library maintains a list of faculty-approved tutors. Students may seek out a tutor or may be required to seek tutoring by a professor or the Academic Review Panel.

Library Catalog (Needs to Updated after our converstion to Populi)

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   Items are 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	Items are located on the short metal shelf for audiovisual materials. Audiovisual items may be checked out of the library.
O	Items too large to fit on the regular shelves are located in the Oversize Shelves on the south side of the south reference shelves.
CC	Items are located in the Curriculum Corner on the short metal shelving unit.

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 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 canceled 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   9:00 a.m. – 7:00 p.m.
Friday – Saturday   9:00 a.m. – 5:00 p.m.

The Gering Public Library is located at 1055 P Street. The library features print and audiobooks, videos and DVDs that may be checked out. Downloadable audiobooks are free for library cardholders. The library also has magazines, newspapers, and several office equipment items for use on location.

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. – 7:00 p.m.
Friday – Saturday   9:00 a.m. – 5:00 p.m.

The Lied Scottsbluff Public Library is located at 1809 3rd Avenue in Scottsbluff. Books, magazines, cassettes, CDs, videos, and DVDs are available for check out. Newspapers, downloadable audiobooks, and some databases are accessible online with a library card number.

To apply for a library card, complete a one-page application at their Circulation Desk and provide proof of current address or 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. – 6:00 p.m.
Friday   8:00 a.m. – 4:00 p.m.

The WNCC Library is accessible from the west parking lot through the *Learning Commons* door. It is located on the 2nd floor above the Welcome Center

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 a 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's 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.

Copyright Policy

Summit Christian College seeks to protect the rights of the owners of all copyrighted material and uphold all copyright laws. This policy, therefore, establishes the *Fair Use* of copyrighted material by College personnel, students, and all others who would have access to or use copyrighted materials as a part of their relationship with Summit Christian College.

This policy addresses all copyrighted material in paper, digital, and all other formats. This policy covers materials used in the classroom, placed on the website, or used in any public performance. This policy does not cover material that is in the public domain or not protected by copyright. However, material should be treated as copyrighted unless there is clear verification that it is not.

This policy does not set aside or diminish the Institution's Academic Integrity Policy or Computer Network Internet Policy. Consequently, all students are still subject to the above policies even if they have not violated copyright law.

Examples of copyrighted material include, but are not limited, to the following:
1. Literary and musical works,
2. Computer software,
3. Photographs, graphics, and artwork,
4. Architectural works,
5. Sound and audiovisual recordings.

For more information about copyright laws and Fair Use guidelines, please see the United States Copyright Law, Title 17, U.S. Code, 1976 and Fair Use of Guidelines of 1997.

Fair Use Guidelines. Those desiring to copy or distribute copyrighted material must get permission from the copyright holder before using it unless its usage falls under Fair Use guidelines. In determining if a use is fair, the following factors must be considered.

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes. Even if its use is for non-profit educational purposes, users should not assume they have the right to make copies if the usage would keep copyright owners from receiving their rights. For example, a professor should not make photocopies of a textbook or a large portion of a textbook, for in doing so, the copyright holder does not receive any financial benefit that may have come through the purchase of the textbook (See factor 4).

2. The nature of the copyrighted work, with special consideration given to the intended purpose of the work. For example, copying materials for the classroom that were originally developed for educational purposes is less likely to be a fair use of the materials than copying materials that were intended for public consumption.

3. The amount and substantiality of a portion used in relation to the copyrighted work as a whole. This factor addresses both the proportion of the work that is copied as well as the significance of the copied portion. Frequently, copyright owners stipulate the amount of a work that may be copied without receiving permission.

4. The effect of the use upon the potential market for, or value of, the copyrighted work. This factor is the most critical one in determining fair use and serves as the basic principle for understanding the previous three factors. If the reproduction of a copyrighted work reduces the potential sale, and therefore, the potential profit of the copyright owner, the use should not be considered fair use.

Copyrighted Materials in Student Work. As students complete course assignments, they may be required to access and include copyrighted materials. When completing research and other assignments that would be submitted to the professor without any broader publication or dissemination, student work must adhere to Summit Christian College's Academic Integrity policy. When students complete assignments with a wider dissemination, they must adhere to the copyright policy.

Copyrighted Materials in Instructional Use. In addition to the Fair Use guidelines, faculty and students should adhere to the following guidelines when using copyrighted materials for instructional purposes.

1. The distribution of the same photocopied materials should not occur every semester.

2. Only one copy is to be distributed to each student, which must become the student's property which the student cannot distribute or sell.
3. The materials must include a copyright notice on the first page of the portion of material photocopied.
4. Students cannot be assessed any fee beyond the actual cost of photocopying.
5. The amount of material should be reasonable in relation to the total amount of material assigned for one term of a course.
6. The effect of copying the material should not be detrimental to the market for the work.
7. Whenever possible, ensure that the library does own at least one copy of the work.

Faculty desiring to create course packs or use copyrighted material in the same course each semester should consider the following.
1. Take advantage of a vendor that clears copyright legally.
2. If you go directly to the copyright owner to receive permission, keep copies of the permission agreements, and include the permission on the first page of the material.
3. Normally, permission is given for use in a course for a semester. If possible, try to get permission for the course without a semester limit. If permission does include a semester limit, ensure that you secure permission prior to teaching the course each semester.
4. When feasible and advantageous, consider having the students purchase a copy of the materials.

Copyrighted Audio and Audiovisual Media. Users must secure public performance rights prior to showing copyrighted work on campus unless the work was purchased with public performance rights attached. The exception to this requirement is when the work is used in the classroom setting. The classroom setting extends to all courses listed in the academic catalog and orientation classes. When showing copyrighted material in the classroom setting, the following guidelines must be observed.
1. The use must be by instructors or by students.
2. The use is a part of the curriculum for a specific course and is confined to the members in the course or teaching activity.
3. The showing takes place in a classroom or other instructional venue.
4. The material shown is a legal copy that has been legally procured.

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 nebraskacess.ne.gov. All students may obtain a password from the library personnel or the student module in MYSCC

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 Hub
   www.biblehub.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

Blue Letter Bible
   www.blueletterbible.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)

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
hirr.hartsem.edu

Infoplease
www.infoplease.com

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

Net Bible
www.netbible.org

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)
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

Step Bible
  www.stepbible.org

StudyLight.org
  www.studylight.org

Theological Research Exchange Network
  www.tren.com

Thesaurus.com
  thesaurus.com

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

Youth Ministry.com
  youthministry.com

Collection Policies

Collection Objectives

To fulfill the mission of the library, the College has identified the following Collection Objectives:

1. To acquire, organize, maintain, and preserve all forms of information, printed and non-printed, that pertains to those degree programs offered by SCC; thus supporting the College's instructional programs.
2. To provide curriculum-related materials for research, spiritual formation, professional preparation, and personal growth that will stimulate growth in factual knowledge, literary appreciation, spiritual values, and ethical standards.
3. To provide materials representative of interest to our Christian heritage or Christian world view, as well as contrasting spiritual views in our communities, i.e. Islam, Hinduism, Judaism, and Buddhism.
4. To provide information on current events as they relate to the development of our students, faculty, administration, and staff.
5. To provide printed and non-printed material for the staff and administration at SCC
6. To provide adequate staff, enabling all who use the library to be able to fully explore its many resources.

General Collection Development Policy

1. The Library Coordinator collaborates with the Academic Dean, faculty, and Library Consultant in building the collection.

2. Faculty members bear a responsibility to assist in seeing that the collection, particularly in their respective areas of expertise, responds to curricular needs and emphases.

3. Students and staff are invited to request specific items for acquisition. The Library Coordinator, Academic Dean, and faculty will evaluate all requests based on available funding and collection development policy and needs.

Donated Resources

The following policies apply when the College receives donated materials for the library:

1. The College will not determine the value of the donation.
2. At the time of the donation, the College will notify the donor that the College reserves the right to dispose of any work that will not be added to the collection.
3. Library personnel will follow the weeding policy to determine whether a work will be added to the collection.
4. Faculty will review the donated works marked for weeding to make a final determination.
5. Once the gift item is added to the collection, it takes on the same status as any other item in the collection and may be weeded, discarded, sold, etc.

New Acquisitions, General

1. Faculty members may submit a purchase request for a resource to be added to the reference section at any time using the New Resource Request form on the library's homepage. When funds are available, and with the approval of the Academic Dean, the work may be purchased immediately. When funds are not available, the requested item will be included in future acquisitions.

2. Faculty members may submit a purchase request for a new resource to be added to the general circulation at any time using the New Resource Request form on the library's homepage. Requests will be considered during the next resource selection meeting.
3. Students may submit a purchase request for new resources at any time using the New Resource Request form on the library's homepage. Requests will be considered during the next resource selection meeting.

New Acquisitions, Systematic

The library and faculty are to complete a semesterly analysis of the current collection using the following repeating schedule.

Communications
    Composition and Grammar
    Public Speaking/Homiletics
	1: Spring semester of year/4 with 0 remaining

History **Math/Financial Management**	**2:** Fall semester of year/4 with 0 remaining

Social/Behavioral Sciences
    Counseling
    Psychology
    Cultural Anthropology
	3: Spring semester of year/4 with 1 remaining

Biblical Studies
    Old Testament
    New Testament
	4: Fall semester of year/4 with 1 remaining.

Biblical Languages
    Hermeneutics/Interpretation
    Apologetics
	5: Spring semester of year/4 with 2 remaining.

Geography
    Archeology
    Theology and Philosophy
    Comparative Religions
	6: Fall semester of year/4 with 2 remaining

Ministry
    Christian Education
    Youth Ministry
    Children's Ministry
    Family Ministry
	7: Spring semester of year/4 with 3 remaining.

Leadership
    General Ministries
    Personal Evangelism
    Missions
    Technology in Ministry
	8: Fall semester of year/4 with 3 remaining.

1. Before the collection analysis meeting:

a. The library personnel gather data on all SCC library resources and submit the data to the faculty for review.
b. Faculty members teaching in the discipline collect titles of current resources
2. During the collection analysis meeting faculty and library personnel:
a. Discuss the adequacy of SCC's current collection
b. Discuss possible additions to the collection
c. Discuss New Purchase Requests submitted during the semester.
d. Submit a purchase request to the Director of Operations for the purchase of new resources to be added to the collection

Curriculum Planning

New Courses

When planning a new course, faculty will meet with library personnel a full semester in advance of the course being launched to ensure the library has resources to support the course in all modalities and to identify additional materials that will further support the class.

New Programs

When developing new programs or alternative modalities, faculty will meet with library personnel during the development process to ensure the library has the necessary resources to support the program and to identify additional materials needed to support the program for all modalities of delivery involved in the program.

Materials of Historic Value

The library may archive works of historic value to the institution such as institutional papers, presidential and professorial papers, and other collections closely involved in the history of Summit Christian College.

Weeding Policy

The purpose of the library at Summit Christian College is to support the curriculum of the college. Materials that do not support the curriculum of the college or serve to fulfill the mission of the college may be weeded from the collection. Library personnel are to use the following criterion to mark material for weeding:

1. The subject matter of a work does not correspond to the course work of the College program.
2. Age
   a. Theological works written before 1950
   b. Ministerial works published more than 40 years ago.
   c. Biblical studies works shall not be considered for weeding based on age alone.
3. Obsolete or inaccurate information
4. Condition. Damaged or worn books may be considered for weeding if:
   a. Newer editions are available and the college can replace the existing copy.
   b. The work is available on the internet
      i. In such cases, the location on the internet must be published before weeding the work.

Once material has been marked for weeding, the faculty will review the material. If the faculty and Library Coordinator agree, the selected items will be withdrawn from the collection and marked for disposal. Said items may be given away, sold at library book sales, or recycled.

Library Handbook Review

During the spring semester of odd, one faculty meeting is to be a joint faculty meeting with library personnel to review the current Library Handbook, and if necessary, make suggestions for policy change.

If the need arises before the scheduled review, faculty or library personnel can submit a request to change current library policies. When a request to change policy is submitted, the faculty will meet with library personnel to discuss the proposed change.

Agreements with Other Libraries and Associations

Many years ago, Summit Christian College developed working relationships with the Western Nebraska Library Association and the WNCC Library.

Membership Resolution

WHEREAS, access to quality library service is vital to all Nebraskans; and
WHEREAS, cooperation between and among all types of libraries can facilitate and promote the improvement of library programs and services; and
WHEREAS, the sharing of material and human resources helps individual libraries meet the challenge of advancing technology, the escalating costs of resources, and the wide disparity of services and resources available to citizens for reasons of geographic isolation or socio-economic position:

THEREFORE, BE IT RESOLVED THAT THE
Summit Christian College Library joins with the other libraries in cooperative pursuit of the goals and objectives of the Western Library System.
The System:
- Provides the leadership, training and support necessary to enable our member libraries to be essential and valued resources in their communities.
- Supports equal access and opportunity to each resident of the System.

IT IS UNDERSTOOD THAT:
1. The Western Library System is subject to such rules and regulations for systems as are established by the Nebraska Legislature and the Nebraska Library Commission.

2. Each member is encouraged to participate in planning and development of services and to utilize all system programs and services.

3. The policies and actions of the Board and staff of the Western Library System shall not replace each library's responsibility to meet the needs of the local community.

4. The library may withdraw from participation at any time upon completion of any outstanding mutual obligations.

Adopted this 12 day of July , 2021

_____ , Scott Hill - Academic Dean
Board/Administration

_____ LaVern Allhaugh
Librarian

Western Nebraska
Community College

Scottsbluff Campus
1601 E. 27th Street
Scottsbluff, NE 69361
p 308.635.3606
p 800.348.4435
f 308.635.6100

Sidney Campus
371 College Drive
Sidney, NE 69162
p 308.254.5450
p 800.222.9682
f 308.254.7444

Alliance Campus
1750 Sweetwater Avenue
Alliance, NE 69301
p 308.763.2000
p 888.559.9622
f 308.763.2012

wncc.edu

March 21, 2025

To Whom It May Concern,

Current Summit Christian College students may check out materials from the Western Nebraska Community College (WNCC) library, just like all local community members. If they have never been a WNCC student, they must complete a library card application and be added to the WNCC directory. This process may take up to three business days, but students are welcome to use library materials in-house until a card has been issued.

Some research databases are available for non-students to use on campus. Please inquire at the library front desk for more information.

A limited number of open-access computer stations are available in the Scottsbluff campus library. Summit students who wish to print must request a Papercut account at the library front desk and add funds at the WNCC Cashier's Office.

Public patrons are responsible for any overdue, damaged, or lost items they have checked out and will be billed accordingly.

Sincerely,

Allison Reisig

Library Services Director
Western Nebraska Community College Library
(308)635-6041
allison.reisig@wncc.edu
https://libguides.wncc.edu

Summit Christian College, an institution of higher learning, educates leaders for Christian service.

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