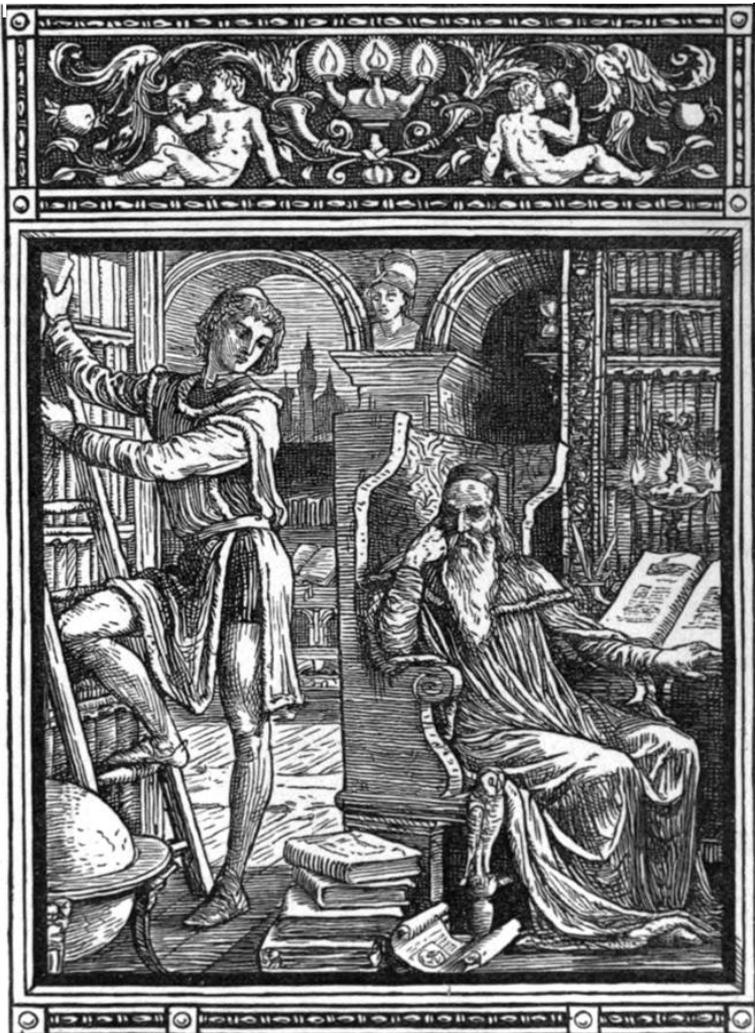


Patrick Henry College Library User Guide 2016-2017



Where do I...? How do I...? Who can...?

Answers to all of your library questions!

Welcome to the Patrick Henry College Library!

The PHC Library provides ever expanding on-campus and online resources and services in support of your academic and personal endeavors at PHC. On campus, you will find over 40,000 books, journals, newspapers, magazines, CD's, DVD's and musical scores with hundreds more items added every year. You will also find welcoming study spaces and knowledgeable librarians.

The [PHC Library](#) website is your portal to over 120,000 eBooks and thousands of scholarly journal articles from the PHC database collection. These are available to read online or download whenever you need them.

You may want to start your research at one of the course specific ***Research Guides*** as these guides will take you directly to the online and on-campus resources that your professor has selected for the course. By using a ***Research Guide***, you can have confidence that the information is authoritative and current, a confidence not available from a general Internet search. Research Guides are linked from the library home page.

Through the [PHC Online Catalog](#), linked from the library home page, you can search for items, check your account, and renew items from the PHC collection. And if you cannot find what you need in the on campus or online collection, then you can request items through Interlibrary Loan (ILL). Interlibrary Loan information is available online and later in this *User Guide*.

Librarians are available to help you by email at askalibrarian@phc.edu, by phone at 540-441-8400, and in the library.

With all of the information available, we would like to warmly welcome you to the resources and services available in campus and online within the PHC library.

Mrs. Sara E. Pensgard

Director of the Library

The Mission of Patrick Henry College Library

For the glory of God and in support of the mission of Patrick Henry College, the mission of Patrick Henry College Library is to provide quality information services, resources, and facilities to the campus learning community within the framework of the college's classical liberal arts curriculum.

The Mission of Patrick Henry College

The Mission of Patrick Henry College is to prepare Christian men and women who will lead our nation and shape our culture with timeless biblical values and fidelity to the spirit of the American founding. Educating students according to a classical liberal arts curriculum, and training them with apprenticeship methodology, the College provides academically excellent baccalaureate level higher education with a biblical world view.



RESOURCES

Main Collection

The on-campus collection is housed in the main library space and in closed stacks. Organized according to the Library of Congress Classification System, it is searchable through the online catalog linked from the library's webpage.

When you locate an item in the catalog, the record will tell you if the item is available and where it is located, either in the general collection or in the closed stacks. If it is available and not in the closed stacks, simply come to the library and pick up the item from its location on the shelf. If the record indicates that the item is in the closed stacks, you can request the item and it will be retrieved for you. Items are retrieved daily during the semester. You will be notified by email when it is available for pick up.

Online collection

Articles from hundreds of scholarly journals are available through the *Electronic Resources* link on the library web home page, and access to over 120,000 books is available immediately through the *Library eBook Catalog* link. Journal articles may be read online, downloaded, emailed to your account, or printed. Ebooks can be read online or downloaded for a period of 1 to 7 days.

Reserve Collection

The *Reserve Collection* is a temporary selection of items reserved for students by faculty request. These items are usually either required or supplementary readings for current classes. They have a limited check out period ranging from 2 hours to 1 week. Most are designated for in-library use only. When checking out reserve items, please make sure that you are aware of the due date or time and any special instructions.

In order to ensure that all students have access to reserve items, an overdue fine of \$1 per hour is charged for all reserve items that are returned late.

Want to request an item be added to the collection? Email library@phc.edu



CIRCULATION SERVICES

PHC students, faculty, alumni, staff, and HSLDA staff have access to all library resources and services without charge. Community users are welcome to enjoy library privileges at a fee of \$15.00 per year.

PHC students and faculty may check out an unlimited number of items. PHC alumni, PHC staff, HSLDA staff, and community users may have only 5 items checked out at any time. Librarians may extend the number and length of time at their discretion.

The circulation period for library items varies. The following are the most common circulation periods:

Books

- Students may charge books for 3 weeks.
- Faculty may charge books for 8 weeks.
- Alumni, PHC and HSLDA staff, and community members may charge books for 3 weeks.
- Items may be renewed three times.

Audio CD's, Video's and DVD's

- Students, faculty, alumni, and staff may charge items for 7 days. Items may be renewed twice for 7 days each
- Community users may check out items for 7 days, no renewals.

Reserve Items

- Check out period varies from 2 hours to 1 week depending on the instructions of the faculty. Please confirm due date and time when the item is charged.
- Only PHC students and faculty may check out reserve items.

Periodicals, newspapers, reference items, microforms and certain reserve items may be used only in the library.

Fines and Fees

Currently, the PHC Library does not charge overdue fines for items from the PHC collection. However, renew or return items promptly out of respect for others who may be waiting. If the privilege is abused, the library reserves the right to reinstitute fines and/or suspend the user's account.

When an item is more than 7 days overdue, it is considered lost. Users responsible for lost items will be billed for the replacement cost of the item plus an additional \$25.00 processing fee. An irreplaceable item will cost \$50.00 plus the \$25.00 processing fee.

Users that irreparably damage an item will be billed for its replacement cost plus a processing fee. If an item is listed as lost and then returned the lost charges are removed. However, items not returned or renewed within 30 days of due date may be considered lost and replacement charges placed on the user's account. Items kept past end of semester due date without librarian permission, will be considered lost and replacement charges billed.

Reserve items not returned on time incur a \$1 per hour fine. ILL items not returned on time incur a fine of \$.50 per day *after an initial 7 day grace period*. On the 8th day the fine begins from the original due date at \$4.

Any fines or fees that are not paid promptly may be placed on the student's account with the college. Unpaid fines or unreturned items can result in the student's inability to register for the next semester's classes. If graduating, the diploma will be held until all items are returned and fines paid. Users with chronic late items or unpaid fines may have their library account suspended.

Overdue notices are provided as a courtesy. It is your responsibility to keep track of due dates and return or renew.

All graduating seniors must clear their library accounts of charges and checked out items prior to receiving their diploma.

The library staff may make a mistake in charging fines or fees. If you believe that a mistake has been made or would like to appeal a fine or fee, please email library@phc.edu or contact any of the library staff.

Hold and Retrieve Requests

PHC students and faculty may place a hold request on library items that are currently checked out. When a hold request is placed, the item may not be renewed by the current borrower. To place a hold request, select, “Make a request” from the item’s catalog page. When the item is returned, the requesting user is notified. Items on hold are picked up at the circulation desk.

Hold or retrieve requests may not be made for items that are on the shelf in the library.



When the catalog indicates that an item is in the closed stacks, you will need to place a retrieve request. To place a retrieve request, select “Make a request” from the item’s catalog page. Items from closed stacks are retrieved daily. You will be notified when the item is available for pick up.

Voyager, our online catalog, is the place to initiate *Hold and Retrieve* requests, renew items, and check your library record for due dates and library charges.

Recalled items

Charged items may be recalled to the library if a faculty member has requested that it be placed on reserve or if it is a required text or reading for a course. Recalled items must be returned to the library immediately.

Controversial materials

In an effort to support academic research and encourage critical thinking within a scholarly environment, the PHC library seeks to provide a wide variety of resources from varying perspectives. It should not be assumed that all library materials reflect the views of the college. If you have questions or concerns about items in the collection, the director of the library will be happy to discuss it with you.



Interlibrary Loan Services

When you are unable to find a needed resource in our online or on campus collection, you can request the item from other libraries through Interlibrary Loan (ILL). PHC Library users have access to hundreds of thousands of items in the collections of thousands of libraries within our lending library network. Books, audio/visual items, and photocopies of articles are available through ILL.

Faculty and students may place their own ILL requests through WorldCat, a database linked from the library website's Electronic Resources section. To place a request, first check the PHC Library catalog to make sure that the library does not own the item. Then locate the item in WorldCat and select the option, ILL Request.

You will be asked for your information and the maximum cost that you are willing to pay. The library pays for charges of up to \$10, so place that amount in the space requested.

PHC alumni, staff, and HSLDA staff may place ILL requests using the online form found on the library website's *Interlibrary Loan Services* page.

Timely access to requested ILL items is not guaranteed, as it may take time to locate a library with an available copy. For certain rare materials, an ILL copy may not be available. Please allow at least 7 – 10 days response time for ILL requests. You will be notified by e-mail when a requested item is available for pick up. You will also be notified if the item cannot be obtained within our lending network.

ILL Charges

In most cases, there are no charges for an ILL request. However, you will be asked to indicate on the ILL request form how much you are willing to pay for the requested item. If fees are charged, the library pays for the first \$10. If borrowing charges are more than \$10.00, you will be notified before the item is borrowed and asked if you are willing to pay the additional amount. You may accept or decline.

Community users will be assessed a \$5.00 processing fee for each ILL request and any borrowing charges from the lending library.

Due to the nature of the ILL process, textbooks, required readings, and leisure or recreational items may not be requested by ILL. If you have questions as to what constitutes leisure or recreational items, a librarian will be happy to clarify that for you.

ILL Renewals

The use and renewal of borrowed ILL items is subject to the policies of the lending library. ***Renewals should be requested at least 3 days before the due date*** to allow the lending library time to respond to the request. Renewals may be requested through the website's *ILL Request Status* link. Note that renewals are at the discretion of the lending library. You will be notified if the renewal is approved.

INFORMATION LITERACY SERVICES

Knowledgeable and helpful research librarians and library staff are available to support your academic endeavors. In this age of potential information overload, we can help you locate, evaluate, and use information appropriately. Library staff can help you locate scholarly resources, evaluate a source for authority or accuracy, cite resources correctly within your project, or determine if you have complied with intellectual property law.

Subject specific *Research Guides* are linked from the library home page. These guides point you to the scholarly print, electronic, and Internet resources that your professors have identified for use in their course. The guides also suggest additional search terms in the subject area, tips on an effective research strategy, and links to citation style information.



In all of these situations and more, we are here for you. Assistance is available in the library, over the phone, or by email at askalibrarian@phc.edu.

SERVICES FOR DISTANCE LEARNERS

The library provides many resources and services to distance learning students. Online databases and eBooks are likely to be among the most useful resources for DL students. The library website is the gateway to the online collection including eBooks and library databases. Additionally, subject specific *Research Guides* provide access to a growing list of faculty suggested resources for specific courses. The PHC online catalog describes what is available on campus. Most items in the library's physical collection can be requested by DL students for delivery by mail. Some exceptions are full issues of periodicals and items on reserve. Use of the item is free. However, return postage will be at the student's expense. Interlibrary loan services are currently not available to DL students through the library, however, local public libraries typically offer this service to their patrons.

Library staff members are available to assist distance learners with your research needs providing information on how to find, select and evaluate potential resources, how to broaden or narrow your topic, and how to use another person's work ethically and legally.

Professional library staff members are available between the hours of 8:30 am to 5:30 pm (EST) on Monday-Friday. We can be reached by

email at askalibrarian@phc.edu or by phone at 540-441-8400. If a librarian is unavailable, we will return your communication as soon as possible. You can call/email and request a phone or email appointment which will ensure the librarian's undivided attention.

SERVICES FOR USERS WITH DISABILITIES

The PHC Library is committed to providing reasonable and appropriate access for users with disabilities. If you have either permanent or temporary disabilities, accommodations can be designed to meet your needs when you arrive on campus. To begin the process, the library must be informed of the disability and resulting needs. Once informed, the library will develop with you a specific set of accommodations to meet your needs. The accommodation list below, though not exhaustive, represents possible options.

Retrieval and Circulation of Physical Materials

Users with disabilities may be granted permission to place “retrieve requests” on library materials in our physical collection. Library staff will retrieve the requested materials daily. Retrieve requests can be placed through the online catalog or by speaking with a library staff member.

If appropriate, users with disabilities may register a helper as a proxy borrower. The proxy is allowed to check out materials on the user’s behalf. The user remains responsible for all checked out materials.

Exceptions to the general circulation policies may be granted for students who require more time with materials in order to convert them into accessible formats. Users will be considered individually for circulation exceptions.

Online Resources

Many of the library’s online resources are developed and maintained by outside vendors, which may cause accessibility to vary between products. Users requiring assistance using these resources should speak with a librarian.

Reference Services

Reference and research assistance is available to all library users by phone, email, and in person. Due to the small staff size of the library, appointments are recommended for extended reference sessions.

Equipment

The library has accessible study tables and computer stations. All of our computers have screen magnification software and text-to-speech capable PDF readers. The library staff will be happy to assist users with our printers, copiers, scanners and fax machines.

FACILITIES

Internet Access

Wireless Internet access is available throughout the library.

Public computers

Computers with Internet access are available in the library. Recreational gaming and surfing are not permitted. Users accessing the Internet must abide by the *College's Appropriate Use Policies*.



Printing, Copying, Scanning & Faxing

A printer/copier/scanner / fax is available for general use. You may print to the library printer from anywhere on campus or print from one of the public access computers.

Campus-wide policies apply for student copying, faxing, and printing. Community users are charged \$.10 for each copy, fax page, or print. There are no charges for scanning.

The library adheres to all applicable U.S. copyright and intellectual property rights laws. Users are responsible for complying with these laws.

Conference/Group Study Room

The Library Conference Room is available for meetings or group study

and is equipped with a television, conference table and whiteboards. Groups may reserve the room for a designated time through the on-campus room reservation system. Individuals may not reserve the room, but may use it at any time when it is not reserved.

Equipment

The library has a projector, Blu-Ray player, CD player, and headphones available for check out at the circulation desk. Microprint reader and a microfiche/microfilm reader/printer are also available in the library.

*Reasonable food and drinks are allowed. Talking on a cell phone is prohibited.
PHC students enjoy relaxed dress code in the library at all hours.*



QUICK LINKS

[Library Catalog:](#) Search all available books in print in the PHC collection.

Patrick Henry College Library

Founder's Hall, 10 Patrick Henry Circle, Purcellville, VA 20132

Web page: <http://www.phc.edu/library/>

Email: library@phc.edu

Askalibrarian@phc.edu

Phone: 540-441-8400

Loudoun County Public Library (LCPL):



The Purcellville branch of the Loudoun County Public Library is an excellent place to find additional general resources and pick up leisure books and DVD's. To obtain a library card, fill out the form online or at the circulation desk and use your PHC ID as proof of residency.

220 E. Main St.

Purcellville, VA 20132
<http://library.loudoun.gov/>
Phone: 540-338-7235

LIBRARY STAFF

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HOURS

Fall & Spring Semesters

Monday – Thursday

7:30 AM – 11:00 PM

Friday

7:30 AM – 5:30 PM

Saturday

10:00 AM – 6:00 PM

Sunday

Closed

The library is closed to students during chapel.

Semester Breaks & Summer

Monday – Friday

8:30 AM – 5:00 PM

Saturday and Sunday

Closed

Holiday, reading days, snow days, and exam week hours may vary. Please check the website for up to date information.

Revised: June 2016

Developing a Research Strategy

Topic: What is your assigned topic? What aspect of the topic interests you?

Begin your search for information:

- Check the [Research Guides](#), linked from the library home page, to see if one applies to your research topic.
- General dictionaries and encyclopedias can provide an overview of your topic, as well as important ideas, dates, persons, and concepts - all of which can be used as “keyword” search terms in future searches.

Refine your topic: You can narrow or broaden your topic as you gather more information.

Expand your search:

- PHC Library catalog will lead you to appropriate on campus sources.
- Databases (online collections) of journal articles provide access to scholarly works on a variety of topics. General databases cover a wide range of subjects - JStor, ProQuest, Academic Search Premier and LexisNexis. Subject specific databases focus on a specific subject - MLA (literature), Naxos (music), Literary Reference Center (literature), Stratfor (breaking news analysis), and Congressional Digest Debate (government).
- Select appropriate key words and phrases as your search terms. Expand your search as other potential terms become apparent (ex., middle ages = medieval; diet = nutrition).
- Identify scholarly websites, such as Yale’s avalon.law.yale.edu/ (U. S. history), Stanford’s plato.stanford.edu/ (philosophy) and archive.org (primary source documents).
- Need to know if a specific journal or newspaper is available? Use the library periodicals list.
- Use the bibliographies from current sources to expand your list of potential sources.

Expert tips: When you identify important people, events, and ideas, use the Library of Congress subject headings to narrow your search more quickly. When you identify potential resources, use their bibliographies to expand your search.

Cite your sources correctly in the required format.

Librarians are happy to help you in the library and at askalibrarian@phc.edu