



Student Guide  
to the  
Dr. Simon Melendres  
Library

LABI College  
14209 Lomitas Avenue  
La Puente, CA 91746

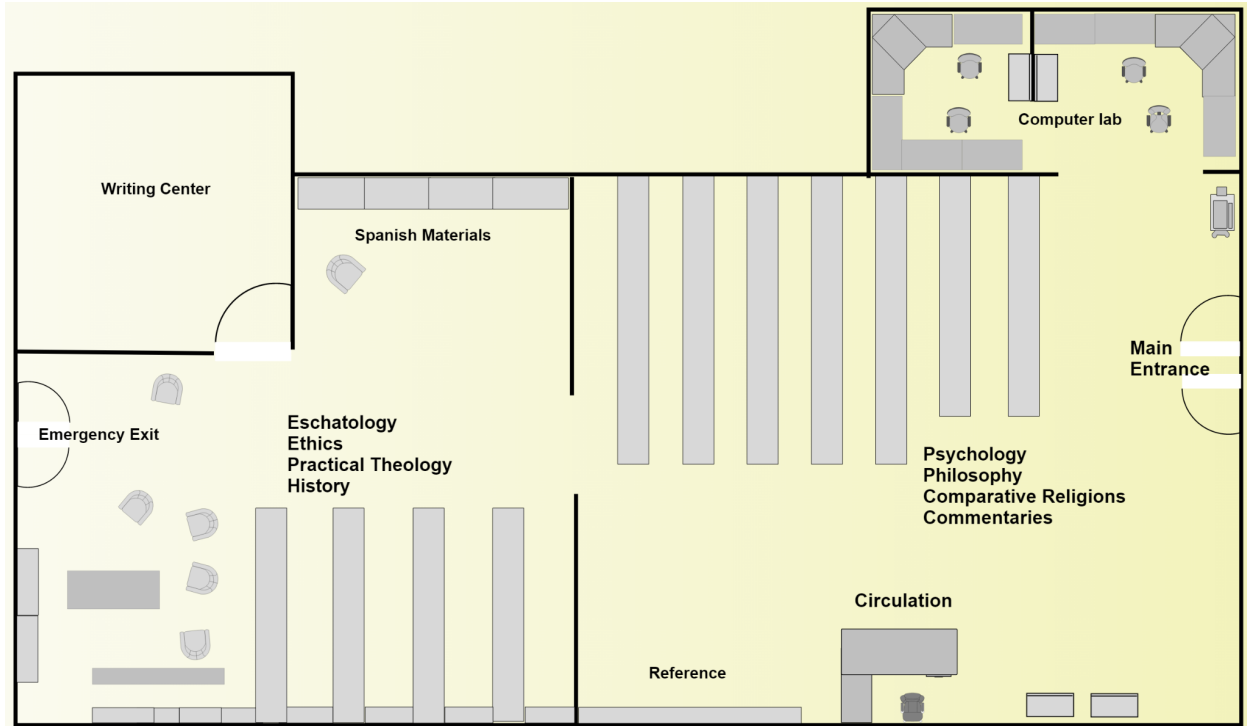
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## Introduction

Welcome to the Dr. Simon Melendres Library at LABI College. We pray that your time at LABI College is fruitful and enriching. The Library is here to meet your needs for the next few years here whether you are a student or faculty.

## Map of the Library



## Resources

We have close to 20,000 print resources available on campus. For those online, we offer multiple online resources that are part of your tuition. For many of you, Logos will be your primary research tool. The Library offers help in navigating and using Logos.

### Course Reserve Textbooks

The Library offers limited copies of textbooks for those who did not purchase their own copies. These are on a first-come, first serve basis. You can check them out, but they **must** stay in the library at all times. When finished, return directly to the Circulation Desk.

## Reference Books

Books marked *Reference* are for your use. However, they cannot be removed from the library. There are plenty of tables and chairs in the Computer Lab or Study Room for you to read. When finished, place the book on the Pre-Shelving Cart. Do NOT replace them back on the shelf.

## Main Collection

As noted before, the Library has close to 20,000 assets. See the Borrowing Policy and Privileges for more information.

To search our catalog, you can either click the link from the LABI.edu/library website or go to <https://opac.libraryworld.com> and sign in. The password will be in the Academic Advising course inside Populi.

## Services

There is a librarian onsite who can answer your questions. Walk-ins are welcome. For those online, you can make an appointment. To make an online appointment, go to the LABI.edu website. In the library tab, click the *Make an appointment* button.

## Borrowing Policy and Privileges

- To borrow books patrons must be an active LABI College student or faculty.
- Patrons can check out 5 books at a time.
- There is a 21-day loan policy on checked out books.
- A borrower may renew their book for an additional 7 days. The patron may be allowed to renew it only once.
- Any books cataloged as "REFERENCE" are not allowed to leave the library.
- Course Reserve Textbooks can be checked out for the duration of the day, but are not allowed to leave the library. They must be returned to the Circulation Desk before exiting the library.

## Holds

Patrons may place a hold on a book in Library World. Search for your book and click *Request Hold* at the top.

**Catalog Record**

Return to List **Request Hold** Add to Clipboard 1 of 1

**The big book of Bible bloopers (Book)**

Control Number : 9824  
 Modification Date Time : 20160728112050.0  
 LCCN : 2007012932  
 ISBN : 0736921362  
 Local Call Number : **BS534 .L24 2007**  
 Main Entry-Personal Name : **Lang, J. Stephen**  
 Title Statement : **The big book of Bible bloopers**  
 Edition Statement :  
 Publication Distribution Data :  
 Physical Description :  
 General Note :  
 Subject-Topical Term :  
 Subject-Topical Term :  
 Subject-Topical Term :

Status	Bar Code	Branch	Location	Call Number	Volume	Issue
IN	30005672		Bible--Miscellanea	BS534 .L24 2007		

Fill out the form with your first and last name, email address, and phone number then click *Request Hold*.

**Hold Request Form**

Use this form to request a hold on the title above. An email will be sent to the appropriate person.

If this book is available, it will be held for you. Holds cannot be promised, since more than one person may request the same book.

Your First Name :  Last Name :  Required.

Your Email:

Patron ID Number:  (optional)

Telephone:  (optional)

Comments: (Additional information)

The librarian or library aide will gather all items on the Holds list and will place those books on the Hold shelf next to the reference desk. These holds will be available for checkout the next time you visit the library. After 5 days, if the patron has not claimed the book, the library staff will clear the Hold and return the book to general circulation.

## Patron Code of Conduct

The library is designed to create a safe and quiet environment for all patrons to enjoy.

A quiet atmosphere is expected in all areas of the library, except for the group study rooms. Any noise or activity that disturbs the concentration of other users (including noise from conversations, cell phones, musical devices, etc.) is considered inappropriate. Designated study areas are within the rear of the library and the computer lab. Library patrons may be asked to leave.

Patrons shall:

- Respect the study time of others. Everyone studies according to his or her own schedule – please be courteous.
- Respect the Library's resources
  - All books must be **checked-out** properly according to the library procedure. Please remember that LABI College is not only YOUR school, but also, God's school.
  - We also share our resources with others. This includes Pastors, missionaries, and other guests.

It is the patron's responsibility to:

- Know when the material is due for return.
- Return or renew material on or before the due date.
- Exercise care in handling all library materials.

This library belongs to everyone at LABI and people who visit our college. Patrons are encouraged to respect the library and library items as if they were their own.

Access to the library is permitted only for research or studying.

- No loitering
- Sleeping is not permitted
- No running, no horseplay
- Please be quiet with indoor voices especially if others are studying near or around you.
- The library is a silent zone and should be respected as such for all patrons.

## Library Cards & User Identification

Library users must be prepared to provide valid personal identification if asked by library staff.

## Food and Drinks

Food is not allowed to be consumed anywhere inside the library building (including the group study rooms). Any food brought into the library must remain undisturbed and stowed inside a carrying case of some kind. Drinks are permitted inside the building only if they are in containers with a spill-proof lid.

## Cell Phones in the Library

The staff at the Dr. Simon Melendres Library understands the hyper-connectivity of the modern world. This means patrons will use cell phones for both personal and professional usage while on campus. Here are few simple guidelines in order to preserve the library's proper climate for research and study:

- Patrons should not talk on cell phones in the library.
- Please change your settings to "Silent" or "Vibrate" while in the library.
- While we recognize intellectual freedom, patrons shall not use their phone to access any inappropriate material. The same rules of the computer lab apply.

## Printer and Photocopy Machine

The Library offers printing and photocopying services.

- In order to print, please send your documents to [library@labi.edu](mailto:library@labi.edu) and a library worker will print it for you. The cost of printing documents is 15 cents per page.
- Photocopying documents is also 15 cents per page.
- Double-sided documents are 30 cents per page.

## Bag Check Policy

Patrons may bring briefcases, backpacks, shoulder bags or satchels into the library that do not exceed a normal size bag or backpack. All items are subject to inspection should any concern arise.

## Wireless Access

Wireless network access is available anywhere on the LABI College campus. A guest wireless network is available, but access to secured WI-FI networks is restricted to current LABI College students, faculty, and staff.

## Overdue Policy

Our goal is to encourage the timely return of library materials and provide for optimal sharing of the collection. Patrons are responsible for returning or renewing all items by the due date. The library sends all notices to students' LABI College email accounts. Overdue notices are a courtesy and non-receipt or late receipt will result in overdue fines and replacement fees.

- It is your responsibility to keep track of due dates.
- The library charges an overdue fine of 25 cents per day per item checked-out.
- Fines are incurred every day that the library is open, whether or not school is in session.
- Fines are not determined until the material has been returned. Patrons MUST take the responsibility for returning materials on time. Any accumulated fines must be paid by the last day of the current semester.
- Any fines remaining at the end of the semester plus a processing fee will be sent to patron accounts.
- When an item becomes overdue, borrowing privileges are blocked until the material is returned or renewed.
- **In addition, students may not be able to graduate until all the late fees are paid.**

## Lost or Non-Returned Items

An item is considered lost if not returned or renewed by the last day of the current semester. This will result in book fees relative to the cost of the book, plus any processing or administrative fees.

## Computer Lab

The computer lab is for writing and research purposes only.

- Please do not use the computer lab for social media, gaming sites, or any other inappropriate sites irrelevant to academic research.
- Computers are first come, first serve – and will be used according to availability.
- Computers can only be used during open library hours.
- No food or drink is allowed; drinks must be in sealed containers.



# Emergencies

In case of an emergency, call 911!

If there is a fire, leave the building through the nearest exit.

In case of an earthquake, find the nearest cover. Stay away from the shelves.

Notify the librarian or any campus staff if you see anything dangerous or unsafe. Do not attempt to fix anything yourself.