



Student Guide
to the
Dr. Simon Melendres
Library

LABI College
14209 Lomitas Avenue
La Puente, CA 91746

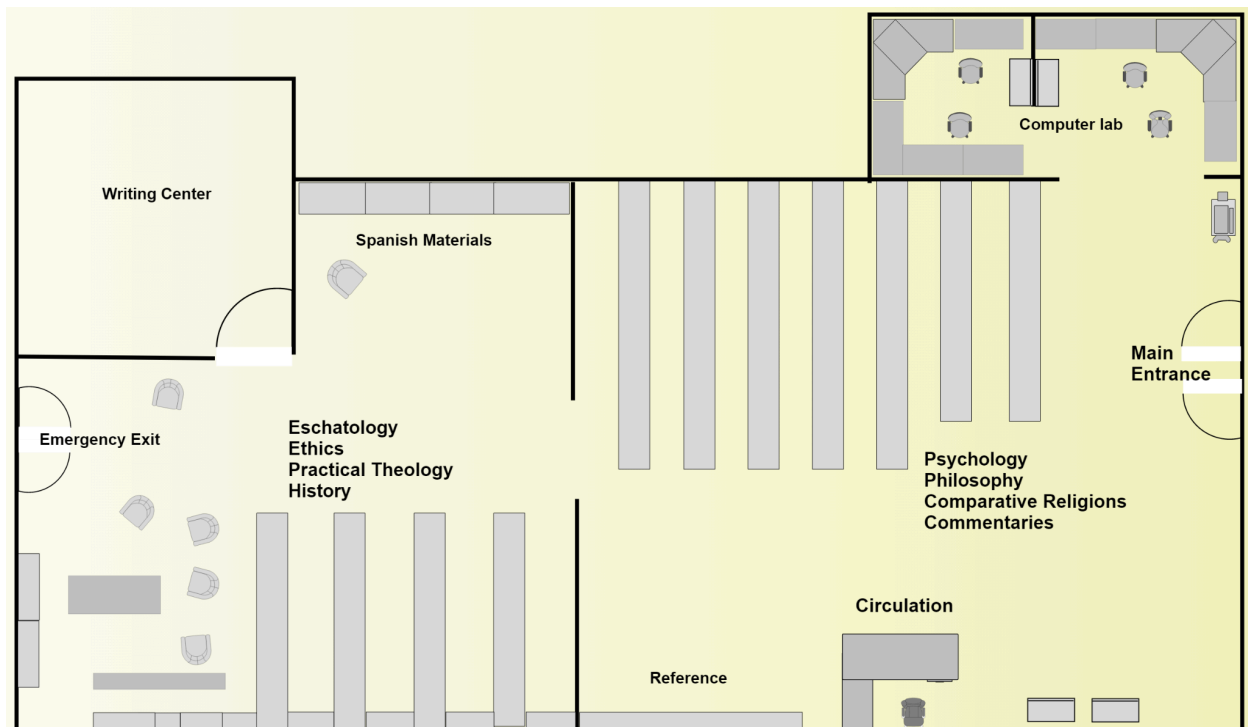
Table of Contents

Table of Contents	1
Introduction	2
Map of the Library	2
Resources	2
Course Reserve Textbooks.....	2
Reference Books.....	3
Main Collection.....	3
Services	3
Borrowing Policy and Privileges	3
Holds	4
Patron Code of Conduct	5
Library Cards & User Identification	6
Food and Drinks	6
Cell Phones in the Library	6
Printer and Photocopy Machine	6
Bag Check Policy	7
Wireless Access	7
Overdue Policy	7
Lost or Non-Returned Items	8
Computer Lab	8
Emergencies	8

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, faculty or alumni.
- Patrons can check out 10 books at a time.
- There is a 21-day loan policy on checked out books.
- A borrower may renew their book for an additional 21 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.
- All books are due on the last day of the semester.

InterLibrary Loan Services

If a book or resource is not available in the LABI Library or if the journal article is not available through one of the major open access journals, patrons may attempt to find it via the Library's ILL networks.

To make an ILL request:

1. Email the library at library@labi.edu.
2. The library staff will make the request through the various networks.
3. Once the resource is available, the library staff will contact the patron.
4. If the resource requested is a print book, then the patron may be billed for any reasonable shipping fees.
 - a. Patrons must return the asset to the lending library and pay for any shipping fees.
 - b. Patrons must abide by the lending library's rules.
5. If it is an electronic copy, the patron must abide by any applicable copyright laws.

Holds

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

LABI LIBRARY

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) except for official events. 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 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.

Writing Center Services

The Dr. Joel Torres Writing Center is physically at the back of the library. However, remote and hybrid students have full access to all the writing center's resources and services.

LABI COLLEGE

Dr. Joel Torres Writing Center Paper Reviews

YES	NO
1 Individual Feedback	1 First round Proofreading & editing
2 Regular Training on Research Skill Building	2 Write the Paper for you
3 Citation Formatting	3 Tell you what to research
4 No Extra Cost for Students	4 Talk to your professor on your behalf
5 In-person or Online	5 Fix your paper

Source • DRIVEN360

powered by **PIKTOCHART**

Make an appointment on the Writing Center's page: <https://www.labi.edu/writingcenter>.

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.