The following policies are set by the library to maintain a quiet atmosphere for concentration when studying.

To Maintain A PROPER STUDY ATMOSPHERE:

- Always keep voices low and DO NOT hold extended conversations. Keep verbal exchanges to library business. There is a student lounge on the second floor for socializing. Library Staff will give you one warning and then ask you to leave the library. You may return when your conversation is over. Repeated offenses on the same day, or subsequence days, mean you must leave the library and petition the Library Services Director to determine if your reading room and computer area usage will be restored.

- You have a right to speak with any Library Staff members, including the Library Services Director, if their voices are too loud when they are on duty. If they do not limit conversation to teaching moments, or continue to speak too loudly, you may report their lack of cooperation to Dr. Marilyn Weekes, whose office is near the Reception Desk.

- NO CELL PHONE USE IN THE LIBRARY.

  Please put all cell phones on vibrate. To answer or place a cell phone call, take the elevator or use the staircase to go upstairs. Library staff members will first remind you to put your cell phone on vibrate. If it rings again the same day they will ask you to turn off your cell phone and leave it at the Circulation Desk until you leave the library that day. If students, or staff, persist in using a cell phone on subsequent days, you will be asked to leave the library floor. You will need to petition the Library Services Director in order to continuing using the library reading rooms and computers.

- If you are medical or emergency personnel who must leave a pager on, please notify the Circulation Desk AHEAD OF TIME. Most of these pagers go on VIBRATE.
The following policies are established to prevent damage to library furnishings, materials, and computers. We also do not want to attract mice to the library, since they like to nibble on books and do not use litter boxes. The acidity in many foods and drinks will destroy printed materials.

**To PROTECT THE COMPUTERS, BOOKS AND MATERIALS:**

- Please do NOT eat FOOD in the library at either the computers or reading tables. There is a student lounge on the second floor with water fountain, coffee machine, refrigerator, microwave and toaster oven for your use. Snack machines are located at the back of the first floor with soda, water, various snacks. Library Assistants will make change if you need it for these machines.

- BEVERAGES in spill proof containers may be used at Reading Tables, but NOT at Computers.

- At the first offense Library Staff will ask you leave the library until your food or beverage is consumed in the Student Lounge. The food or beverage MUST be removed from the library and not merely put away in a bag or backpack. Repeated offenses on the same day or subsequent days mean you will be unable to use the library facilities until you can petition the Library Services Director with a signed statement that you will no longer eat food or drink beverages from unsecured containers while in the library.
The following policies are set by the library to insure equal access for all student to the materials need to carry out their assignments.

To Provide Equal Access for all Students to Library materials:

- A chart is enclosed showing the various library materials, how to identify them, the checkout policy for each type of material, how often they may be renewed and the fees for overdue materials.

- All Library users must fill out a PATRON APPLICATION FORM. You may obtain these forms from the CIRCULATION DESK.

- These forms come complete with type of Identification, ID numbers, and contact information that includes addresses, telephone numbers and emails addresses.

PATRONS are classified as:

1. GCTS Students, GCTS Faculty, GCTS Staff
2. Boston Theological Institute students, faculty and staff
3. guests card holders – see the Circulation Desk for those categories

- Each time you check out materials, a book mark will be given you describing how to check your library account ONLINE and RENEW your materials ONLINE. If your materials do not renew, you may call the library immediately to find out why they will not renew. And arrange for immediate return to the library.

- Overdue Notices will be sent to you by email. If you ignore the email overdue notices, you will be contacted by US Postal mail. That notification will give you a date to return the materials or your student account will be charged a replacement fee for the item, as well as possible overdue and processing fees. BEFORE ANY ACTION IS TAKEN, YOU WILL BE NOTIFIED IN WRITING BY EMAIL OR POSTAL SERVICE WITH THE CUT OFF DATES INCLOSED.

- Please be informed that OVERDUE books and OVERDUE fees of $10.00 or more will block your account and you may not borrow any more materials until these issues are settled.
• All textbooks are on RESERVE and may not be removed from the library. Professors, you need to ask the BookStore to order a desk copy of each of your textbooks, or arrange a purchase for you. If a professor wishes to take textbooks on RESERVE to a classroom on the first night of class to show students, the professor must notify the Library Services Director 24 hours in advance.

• RESERVE book policies are written in detail and put in holders on each reading room table.

To Provide Equal Access to all Students for Computer Usage:

There are ten (10) computer stations in the library for use by students. The following is a list of priorities for usage:

1) ONLINE CATALOG searches for call numbers of books, CDs, DVDs, videos. You may search by TITLE, AUTHOR, or TOPIC. You may save books to a List and the print out the list.
2) ONLINE DATABASE searches for periodicals, journals, and articles.
3) Visiting Websites to fulfill assignments for any class for which you are registered.
4) Use of Bible Works.
5) Type papers for assignments in any class for which you are registered.
6) Reading and Sending emails.

While you are in the library, you may work at any of the computer stations. You should insert a thumb drive or flash drive onto which to save all of your own work. All documents on the station hard drives will be deleted at the end of the day before the library closes.

If all stations are in use, and you need to use a computer, report to the Circulation Desk to fill out a REQUEST for USE FORM.

The Library Staff member on duty may then ask someone working at a computer, to surrender the station if you have a higher priority use.

If you need to leave the computer station for less than ten minutes, you may leave your work at the station and return. If you do not return after twenty minutes, and a higher priority use has been requested, your materials will be removed to the Circulation Desk and any work on the machine may be lost. If you have a flash drive or thumb drive in the machine, anything on the screen will be saved and the drive properly removed to the Circulation Desk.