

# Cofer Library Handbook



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## About the Library

The current facility was constructed in 1966 in honor of Dr. Olin Sanford Cofer (1895-1975), a prominent physician from the Atlanta and Gainesville areas. The two-story building consists of the service desk, the reference area, book stacks, various individual study carrels and lounge area, student computers, copiers, printers, and scanners. A large group study room and restrooms are located on the lower level. The library is located at the "top of the campus" near the Cross with parking directly behind the building.

Library facilities are intended primarily for student, faculty, and staff, although they are also available to the public on a limited basis.

The mission of Cofer Library is to support the mission of the university by providing library resources, services, and instruction to the TMU community. The library's goals are to 1) acquire, organize, and make accessible print and electronic materials that are relevant to the curriculum of the college, 2) provide quality service and library instruction, and 3) maintain a physical environment conducive for learning.

## Archives

The Cofer Library Archives exist to preserve documents, photographs, and objects related to the history and heritage of TMU. Access to the archives is by permission of the library staff. Items in the archives cannot be checked out or removed from the library office area, and in some cases can only be handled by library staff. Photocopying of archives materials is allowed with permission from the library staff. Permission to photocopy materials is limited by copyright restrictions, and the item's value, size, and physical condition.

## Acquisition Recommendations

The Cofer library staff values patron feedback and input. Patrons are encouraged to recommend resources that would enhance the library collection. To make a recommendation please complete the [form](#) on the library website.

## Catalog

The online catalog is accessed from the Cofer Library website. Library holdings may be searched using author, title, or subject entries. For help with the catalog please contact the library.

## Check-out/in

1. Library materials are checked-out at the service desk. Resources must be checked out before they can be taken from the library.
2. Circulating books can be checked-out for 4 weeks at a time. There is a 20 book limit for students and 5 book limit for alumni.
3. Books may be renewed twice by email, phone, or in person. If the book has been requested by another patron, the book must be returned by the original due date. A hold can be placed on a book checked out in person, email, or by phone. The person who has

- placed a hold on a book that has been checked out will be contacted when the book is available. The book will stay in the hold status for five business days and if not collected it will be placed back on the shelf or given to the next person on the hold list.
4. A TMU patron can contact the library to place a hold on a book not checked out. Unless arranged otherwise the book will be held at the service counter for 48 hours and then placed back on the shelf if not checked out.
  5. Books in the Reference and Reserve sections cannot be checked out.
  6. A book return box has been placed outside the main entrance if the library is closed.
  7. Students may return books by mail but are financially responsible for them if they are lost or damaged in the mail. Books will be checked in when they arrive, not when they are postmarked.
  8. TMU students must return all library materials at the end of the semester (check with staff for exact date). Students who are graduating must clear library accounts (all books returned, and fines paid by the date set by the library, which is usually at least two weeks before commencement. Students needing items(s) for a few days past the end of the semester due date must have their professor send an email to the library requesting an extension. Reserve books can be checked out after the end of the semester due date but must remain in the library. Students will not be able to register for classes, graduate, or receive grades/transcripts until their accounts are clear.
  9. Students who are registered and have paid their tuition may start borrowing items one week before the first week of classes. Patrons living in TMU housing, and those working on a TMU thesis are permitted to check out books beginning the week after the end of the semester or during semesters they are not taking classes if there is no hold on their account.

## **Computer Lab**

There is a computer lab with a copier/printer on the main floor of the library in the Reference area.

The computers are not able to play DVDs or CDs. A DVD player is available for two-hour check-outs at the library service desk. Headphones are also available for check-out to use with the DVD player.

The computer lab rules for all computers are:

1. The lab is not open to the public.
2. Computer use should be consistent with the beliefs and values of TMU.
3. Lab use is for research and academic work, please limit recreational activity.

4. Always save work on a flash drive or the cloud.
5. Do not save work or install software on lab computers.
6. Do not reconfigure computers or personalize desktops.
7. Use of the computers should not hamper or interfere with the ability of other students to do academic work.

## Contacts

If you are not in the library and have any requests, questions, or comments, please go to our website or contact us at 706-865-2134 ex. 2200 (Service Desk), or 706-865-2134 ex. 2201 (Director of Library Services), or 706-865-2134 ex. 2202 (Instructional and ILL Librarian), or you can send an email to [library@truett.edu](mailto:library@truett.edu). A librarian is on-duty each weekday from 8am to 4pm.

## Copier/Scanner

The copier is located on the first floor of the library. A student ID is required to make copies as it is loaded with \$50 for copying. The cost deducted from the card for each copy is 5 cents or 4 cents for double sided copying. The card can be reloaded with money at the IT office. There is no color copier in the library but there is one in the Miller building computer lab. The copier is not available to the public.

## Databases

Cofer Library subscribes to several databases to assist you in searching for materials. They are listed on the library webpage under 'Databases.' Use of these databases is limited to TMU students, faculty, and staff, and for non-commercial, educational, or personal research purposes only.

Articles in some of these databases are full-text. If we do not have access to the article, it can be requested through Interlibrary Loan (ILL) on library website or at the service desk.

## Disability Access

Cofer Library will personally assist individuals with disabilities in locating, accessing, and borrowing materials. Both entrances (top and bottom floor) are wheelchair accessible.

## Donations

Cofer Library gladly accepts new or gently used materials (published within the last 5 years) that are relevant and beneficial to the collection or would benefit students in the library's free book section. Please note the following:

1. Donated items in which the library already has several copies, or for various reasons are not added to the collection, will be offered to students for free.

2. Tax receipts for donations can be obtained at the library. The donor must assign the value to the donation.
3. Due to limited staffing and storage, large donations must have the approval of the library director.
4. A “gift” plate can be placed in donated books at the request of the donor.

## **EBooks EBSCO/TREN**

The library has access to thousands of eBooks from a variety of disciplines including religion, philosophy, education, and psychology. Most eBooks can be accessed 24/7, others can be checked out for 1 to 3 days—but a free EBSCO account is required.

Theological Research Exchange Network (TREN) contains over 20,574 theological thesis/dissertation titles representing research from as many as 135 different institutions. For help with downloading TREN documents contact the library for assistance.

## **Facilities and Materials Use**

1. Library use should be consistent with the beliefs and values of TMU.
2. Conversations should be kept at a level that will not distract others.
3. Cell phone conversations are discouraged in the library, though short conversations can be held in the event there are no other patrons in the library. Alerts on cell phones for incoming calls should be set to the silent mode or a low level.
4. Do not re-shelve library materials; please place them on the book carts for library staff to process.
5. Snacks and covered drinks are allowed in the library
6. Writing or highlighting on library materials is not permitted.
7. All borrowed items should be used with care and returned in the same condition as when they were checked out.
8. Individuals under the age of 16 must be supervised by an adult.
9. Personal items should not be left unattended. The library is not responsible for personal unattended items.
10. Animals are not permitted in the library unless they are a service animal. (Exceptions are made for approved special events.)
11. Smoking is not permitted in the library, or anywhere on campus.

12. Report to the library staff any of the following: facility issues; broken/damaged materials, equipment, or furniture; any library usage violations.
13. Multiple library violations can result in patrons incurring fees/fines, and/or suspension of library privileges.

## **General Public Use**

Cofer library is a private facility reserved primarily for TMU students, faculty, and staff. The library is open to the public by appointment only from Monday – Friday 8am to 4pm, unless accompanied by a guest of a Truett student, faculty, or staff. Please contact the library Monday – Friday 8am to 4pm to make an appointment. Please note the following:

1. Use of the library facility is limited to members of the public needing to utilize the print collection for serious study.
2. A valid and current identification card from another institution is required to borrow materials from the library. There is a 5-book limit with one renewal.
3. Loitering is not allowed in the library.
4. TMU patrons have priority use for Reference and Reserve materials.
5. Off-site access to subscribed e-resources is not permitted.
6. Holds on library materials are not permitted.
7. The library does not proctor exams.
8. Interlibrary loan (ILL) services are not available.
9. Use of the library lab is not permitted.
10. Library copiers are not available.
11. Reference help is limited, and TMU students and faculty take priority.
12. Library privileges can be revoked at the discretion of the library staff.

## **Hours**

Library hours are posted near the entrance of the library and on the library webpage or by calling 706-865-2134 x 2200.

## **Interlibrary Loan (ILL)**

Students may borrow books and/or journal articles from other academic libraries, if they cannot locate materials through current available resources. Interlibrary loans can be

submitted by filling out a form under the forms tab on the library webpage. All borrowed materials through interlibrary loan must be returned on time. Students are responsible for paying overdue charges set by the lending institution.

## **Instruction**

Online or in-person library instruction and research assistance is provided by librarians Monday – Friday from 8am to 4pm, or by appointment. There is also a *Cofer Library Research Guide* available on the library website under “Library Information.”

## **Journals**

Access to the library’s subscribed online journals is through GALILEO.

## **Juvenile Section**

Children's books, both fiction and non-fiction, are available for checkout. A limit of ten items from this collection may be checked out at any one time.

## **New Books Shelf**

The New Books Shelf is on the main floor of the library. These items are available to check-out at any time and have the same check-out period as others in the circulating collection.

## **Offsite Access**

Login information is required to access electronic items (articles, eBooks, etc.) from the library when accessing off campus. The Off-Campus login username and password are your school email and password.

## **Reference**

The Reference area located on the main level contains general reference materials and Bible commentaries. This collection is restricted to use within the building.

General reference materials, identified by “REF” on a book's spine label, include dictionaries, atlases, encyclopedias, language tools, and handbooks for a broad spectrum of subjects.

The reference Bible commentary collection, identified by "REF B.C." on the spine label, is a collection of scholarly commentaries on the Old and New Testament. Some of these items are duplicated in the general collection.

Online Reference, such as *Encyclopedia Britannica* and *Credo Reference*, is available through GALILEO.

## **Reserve Books**

Reserve materials are reserved by professors and must be used in Cofer Library.



## **Wireless Internet**

Wireless internet is available throughout the library. Connect to the wireless network entitled "TMU."

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