

# GETS Library Collection Access and Circulation Policy

## Library Patrons

The GETS Library is accessible to the theological researchers as well as the GETS Theological Seminary community. However, the borrowing privileges are granted to the following patron categories and in person only.

- Students currently enrolled in at least one unit of study with the GETS Theological Seminary
- Faculty members of the GETS Theological Seminary
- Adjunct faculty and other lecturers/instructors of the GETS Theological Seminary
- Board/Staff members of the GETS Theological Seminary
- Members of Great Los Angeles Chinese Ministerial Committee (GLACMC)
- Members of Southern California 520 Ministerial Fellowship (南加州 520 牧者團契)
- Members of Southern California Theological Student Association (南加州神學生聯會)
- GETS Theological Seminary Alumni
- Distant students in the LA area from the schools with the reciprocal library agreements with the GETS Theological Seminary
- Friends of GETS Theological Seminary through donation or connection

## General Rules

1. Library patrons may apply for library cards using student ID or drivers' license.
2. Course reserve, reference books and the current issues of periodicals are not allowed to be checked out.
3. Any borrowed items lost or damaged beyond repair must be paid for at replacement cost plus \$20 process fee, or patron may return a replacement with \$10 process fee.
4. A patron will get a warning if the borrowed items damaged or found scribbled by the patron. A patron with 2 warnings will get one-month borrowing privilege suspension.
5. Student with debt outstanding on lost/damaged, or not returning all the items he/she borrowed will not be allowed to register or apply for graduation.
6. Please keep quiet in the library. No food or beverages (except bottled water and drinks with secure lids) are allowed in the library. The GETS Library assumes no responsibility for any personal property lost or stolen.

7. Cell phone usage is prohibited in the library. When receiving an incoming call, patrons should leave the library to take the call.
8. Library patrons are to follow all the rules of the Library. Library staff may ask users to leave if they create a disturbance, pose a safety threat or refuse to abide by library policies.
9. The Library opening hours is Monday through Friday from 9:00AM to 4:30PM.

### **Procedures for Checking-out the Collection from General Stack**

1. Please use Library’s Koha system at the circulation desk for checking-out. Please scan your patron’s barcode and the barcode(s) of the item(s) that you want to borrow. Before the security system is installed, the library staff will help with checking-out.
2. The loan period varies from 2 weeks to 3 months. The item(s) can be renewed once via e-mail, phone, in person, or on Library’s webpage (through patron’s account via Koha OPAC ) if no one places the item(s) on hold.
3. If you know the item(s) you want to borrow, you may request to hold the item(s) via phone/e-mail, or Koha OPAC’s online ‘place hold’ function. The library staff will locate the item(s) and put in the Hold Shelf for you to pick up within 10 days.
4. Please drop your return item(s) in Book Return crate by the circulation desk. If after hours, please drop the return item(s) into Book Return slot on the wall by the door of the Library Staff Room at the lobby.
5. Library patrons with debt outstanding on lost or damaged book will have borrowing privilege suspended. Please clear your fine as you return the overdue item(s), 25¢/day.
6. Numbers of outstanding items and item type allowed for different patron categories as indicated below:

Rules on the Checkouts of the Collections of GETS Library			
Patron Category	Number of Outstanding Items	Loan period	Number of Back Issues
Faculty	50	90 days, renewable once	5
Adjunct Faculty	30	30 days, non-renewable	5

Student	30	30 days, renewable once	3
Board members & Staff	5	14 days, renewable once	3
Alumni / Auditing Students and others	5	14 days, renewable once	N/A

### **Procedures for Checking out Course Reserve**

All materials placed on “reserve” are kept in the “Course Reserve Shelf” by Circulation Desk, and should be requested according to the following over-night/Over-weekend policy:

1. Reserve request must be filled out with the patron’s name and item info on the Reserve Form at the Course Reserve Shelf.
2. Reserved books may be checked out at 4:00PM each day and due to be returned by 9:30AM the next morning when the library opens. Exceptions are given with the permission of the instructor and/or the librarian.
3. A fee of \$1 per day will be charged for all overdue reserve books.
4. Only ONE reserve book from any given instructor’s list may be checked out at a time.

### **Procedures for Accessing E-Resources**

All electronic materials are accessible to the GETS faculty and students, including distance students, and the e-resources may be requested according to the following rules:

1. For Airiti Library and iRead eBooks
  - Send the request for ID and password to [library@mygests.org](mailto:library@mygests.org)
  - GETS Library staff will assist in setting up patron’s personal account via Airiti
  - Go to <https://www.airitilibrary.com/> for database searches and <https://www.airitibooks.com/Account/Login> for e-books borrowing via GETS group account and your personal account
2. For Ebsco databases
  - Get the ID and password from the campus director or faculty member of the course
  - Log in to <https://login.ebsco.com/> and search

### 3. For Open Access materials

- Go to GETS Library webpage – Electronic Resources  
<https://www.mygets.org/ch/page/tushuguan/dianziziyuan> for more details.

## **Other Services**

1. The Library provides a copier, a printer, and a scanner for patrons to use. You may make copies of the materials using scanner free or printer/copier at 5¢ per page. Please abide by the Copyright Law (Title 17, U.S. Code <http://copyright.gov/title17/>) when making copies.
2. There are study desks/carrels in the personal study area located by the window in the Main Collection Hall and research table in Reference and Special Collection Room for patrons to use.
3. Please keep quiet in the personal study area and keep the door closed if using Group Discussion Room (located in the Special Collection Room) Please make the reservation for using the Group Discussion Room at the circulation desk (first come first serve) or send your reservation requests to [library@mygets.com](mailto:library@mygets.com)
4. The Library provides basic supplies (paper cutter, three-hole punch, staplers, pencils, scissors, etc.) located near the copier in the Library Staff Room. Please use with care and do not remove them from the room.
5. The Library provides assistance in research paper formatting, citation style instruction, Bible study tool/software, and online search and database services.
6. The library webpage via GETS's website ([www.mygets.org](http://www.mygets.org)) provides information of the Library as well as many other e-resources for biblical and theological study.

## **Contact**

If you have any concerns or questions regarding GETS library and its services, please contact us via:

Phone: (626) 339-4288 x115 (Circulation Desk)

Fax: (626) 339-4453

E-mail: [library@mygets.org](mailto:library@mygets.org)

Website: <http://www.mygets.org>