

JONES INTERNATIONAL UNIVERSITY

LIBRARY HANDBOOK

2022-2023

3400 Cottage Way, STE G2 #8658

Sacramento, CA 95825

Phone: (660) 236 4100

E-mail: info@jonesinternational.us

www.jonesinternational.us

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1. WELCOME

Welcome to the JIU Library! We are committed to supporting your academic and research needs. This handbook provides an overview of the library's resources and services, as well as policies and procedures to help you get the most out of your library experience.

1.1 Mission Statement

Jones International University is a Christian institution of higher learning that seeks to empower students to live out their faith in the pursuit of academic and personal excellence.

Our mission is to provide a rigorous and intellectually stimulating education that is grounded in the Christian worldview, and that prepares students to make a positive impact in the world through service, leadership, and the promotion of social justice.

1.2 Institutional Objectives

To achieve its stated Mission Statement, Jones International:

1. Provides a rigorous and intellectually stimulating education that is grounded in the Christian worldview, and that prepares students for success in their chosen fields while encouraging them to pursue excellence in all areas of life.
2. Fosters a supportive and inclusive community that is rooted in love, grace, and truth, and that encourages students to grow in their faith and develop meaningful relationships with one another.
3. Instills in students a commitment to service and social justice and provide opportunities for them to engage in meaningful service projects and advocacy efforts that promote human flourishing.
4. Develops and maintains a curriculum that is responsive to the needs of a diverse student body and that prepares graduates to be leaders in their communities and professions.

5. Cultivate a faculty and staff who are committed to the mission and values of the institution, and who model the values of Christ in their teaching, research, and service.
6. Builds partnerships and collaborations with other Christian institutions, churches, and organizations, and promote a culture of dialogue and engagement with the broader Christian community.
7. Ensures financial stability and sustainability through responsible stewardship of resources and a commitment to sound fiscal management practices.

1.3 Library Purpose Statement

The mission of the Jones International University Library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary for the academic training of students to fulfill the mission of the school. We develop collections, catalogs, staff, services, policies, and facilities to support this task.

This mission is supported by the following goals:

1. Our goal is to maintain a well-organized collection of books, periodicals, audiovisual and electronic media that effectively supports the institution's curriculum, course offerings, and overall usage. We aim to develop a collection that is similar in quality to those of accredited colleges of our size.
2. We strive to provide access to up-to-date technological tools, software, and hardware that facilitate research and easy access to information. This includes an electronic catalog of materials that follows nationally recognized and accepted standards, which grants access to databases, full-text materials, and external resources.
3. To offer reference and research assistance to support students' learning and faculty's instruction. Additionally, we provide training in information literacy and research skills, such as academic style, plagiarism, copyrights, fair use, and information retrieval.
4. To provide adequate numbers of competent professionals and support staff to meet the needs of our faculty and students.
5. We aim to evaluate library usage and gather feedback from users to improve our library

services. Our goal is to ensure that our users are satisfied with the services we provide.

6. We regularly assess our library services and use the feedback we receive to create a strategic action plan for improvement. Our aim is to ensure that our services are always up-to-date and meeting the needs of our users.

1.4 Librarian Job Description

The Librarian is accountable for overseeing the administration of the library resources and services and works closely with the Academic Dean. The duties include:

- Formulating and enforcing policies related to the expansion of library resources and services, in collaboration with the faculty.
- Designing and executing strategies for the development and integration of the library and information technology.
- Overseeing the procurement, classification, and cataloguing of books, periodicals, and other materials to support the school's curricula.
- Managing various library services to ensure their effectiveness.
- Providing assistance in the educational utilization of technology.
- Compiling the annual library budget.

2. GENERAL INFORMATION

2.1 Contact Information

- Telephone: (660) 236 4100
- E-mail: library@jonesinternational.us

2.2 Library Hours of Operation

- **The online library resources are available to students and faculty at any time and day.**
- **The library staff, if required, can be reached:**
- **Monday through Friday: 9:00 a.m. - 5:30 p.m.**

- **Staff do not operate on: Saturday and Sunday, quarter breaks and holiday breaks.**
 - New Year's Day
 - Martin Luther King's Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day

2.3 Library Location

The JIU Library is located online at <https://library.jonesinternational.us>

The Jones International University library contains a wide variety of resource materials for student use. The library contains in excess 200,000 e-books in addition to online resources. Students may use textbooks, dictionaries, encyclopedias newspapers, and periodicals to research

topics inside and outside of class and stay abreast of current events and industry trends.

We have a professional librarian who is available to assist you with learning resources and data search. In addition, we also provide quiet places to study in our on-campus library.

- Total Number of Volumes: about 200,000 e-books
- Volumes on counseling and psychology: about 3,500
- Volumes on religious subject: about 1,500
- Periodicals: 10,000 e-journals with 40 databases

2.4 Online Public Access Catalog

The JIU Library offers an online catalog that provides access to print and electronic materials, including books, journals, and multimedia resources. You can search the catalog by keyword, title, author, subject, or ISBN. You can also check your account, renew items, and place holds on items that are currently checked out.

2.5 Electronic Databases:

The JIU Library provides access to a wide range of electronic databases, including academic journals, newspapers, magazines, and e-books. These databases cover a variety of subjects, including business, management, leadership, accounting, finance, marketing, and more. You can access these databases from anywhere, at any time, with your JIU credentials.

2.6 Interlibrary Loan:

If the JIU Library does not have the item you need, you can request it through interlibrary loan. We will borrow the item from another library and have it delivered to you as soon as possible. Please note that interlibrary loan may take several days or weeks, depending on the availability of the item.

3. Library Services:

3.1 Reference Services:

Our librarians are available to help you with research, citation, and other library-related questions. You can contact us by email or phone, or schedule an appointment for a one-on-one consultation.

3.2 Instruction Services:

The JIU Library offers instruction sessions on a variety of topics, including database searching, citation styles, and research skills. We also provide customized instruction to meet the specific needs of your classes or programs.

3.3 Circulation Services:

You can check out books, journals, and other materials from the JIU Library. Please note that some materials may be restricted to in-library use only.

3.4 Reserves:

Instructors can place materials on reserve for their classes. These materials are available for a limited time, and may be restricted to in-library use only.

4. Library Policies:

4.1 Borrowing Privileges:

Students, faculty, and staff with valid JIU credentials may borrow materials from the JIU Library. Please see our website for specific borrowing periods and policies.

4.2 Fines and Fees:

Please see our website for information on fines and fees, including overdue fines, replacement costs, and interlibrary loan fees.

4.3 Code of Conduct:

The JIU Library is a shared space, and we ask that all users respect the rights and needs of others. Please see our website for the JIU Code of Conduct and library-specific policies.

We hope this handbook has been helpful in introducing you to the JIU Library. If you have any questions or feedback, please contact us at library@jonesinternational.us

Thank you for choosing the JIU Library for your academic and research needs