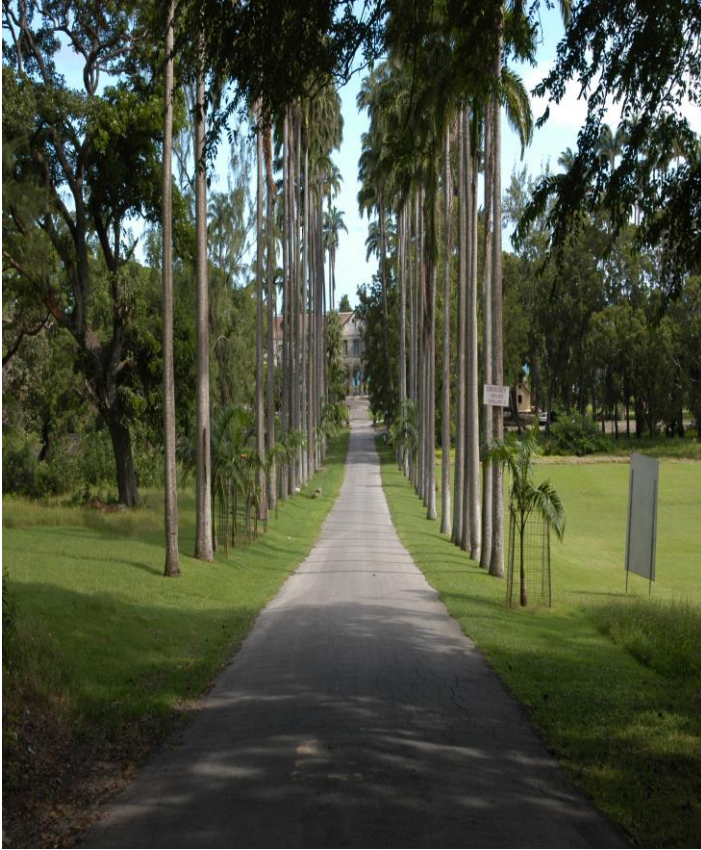


Codrington Theological College Library



Rules and Regulations
Revised August 2015

INTRODUCTION

Codrington College, the oldest Anglican Theological College in the Western Hemisphere, offers undergraduate and graduate training to the sacred priesthood and continually seeks ways to serve the church and wider community.

Codrington College Library plays a central role in the college with over 20,000 volumes, about 90 periodical subscriptions and a fledgling multimedia collection to support the mission of the college. The library is also a specialised resource of theological materials for the Anglican Church [in the region].

MISSION

The mission of Codrington College Library is to provide and manage information resources to support theological education and professional ministry training at the college and the informational needs of the wider church.

The library's mission is accomplished through the following objectives:

OBJECTIVES

To evaluate, acquire, organise, preserve and provide information resources that adequately support the curricula of the college, the research needs of the students, staff and community

To develop and maintain facilities that are conducive to study, research and reflection

To provide appropriate and timely access to the library's resources

To employ competent and qualified library personnel to implement and maintain library operations in response to the rapidly changing needs of the college

To provide opportunities for the professional development and training of library staff

To ensure sound administration of library operations through ongoing analysis, budgeting, planning and assessment

To foster productive relationships with internal and external shareholders that promotes and enhances the library's resources and services.

Opening hours:

The Main Library and Reference Library opening hours are:

Semester:

| | |
|-------------|-------------------|
| Mon - Thur. | 9:00 am – 7:30 pm |
| Fri. | 9:00 am – 5:00 pm |
| Sat. | 9:30 am – 1:30 pm |
| Sun | CLOSED |

Summer Vacation:

| | |
|----------|-------------------|
| Mon-Fri. | 9:00 am – 5:00 pm |
| Sat. | 9:30 am – 1:30 pm |
| Sun. | CLOSED |

Library hours may be adjusted from time to time.

Readers are required to have their loan and financial transaction complete fifteen (15) minutes before closing time.

The Library is CLOSED on Public Holidays and on other days as advertised.

Closed on Saturdays after July 9th until the 1st Saturday in September / (on completion of Diploma Program)

ACCESS AND CIRCULATION POLICY

Membership

The Library is open to all registered graduate and undergraduate students of the College, to all professional, academic, research and senior administrative staff of Codrington College.

Other persons requesting use of the Library for reading or reference purposes may be admitted as **Outside Members** at the discretion of the Librarian, and are normally required to pay **membership fees**. Outside members may be permitted to borrow only in exceptional circumstances, and will then be required to make a **cautionary deposit** of \$145. which \$120. shall be refunded on satisfactory completion of the membership.

All categories of staff and students must be entered as members on the Library's computer before attempting to borrow books.

Borrowing

No library material may be removed from the Library unless the prescribed loan procedure is completed at the Circulation Desk. In order to check out material, Codrington College staff and students must have a valid Codrington College/UWI ID card for the duration of their membership.

Readers are responsible to the Library for material for which their ID cards have been used. Material which has been borrowed is the responsibility of the borrower until the item is returned and **the record of the loan is cancelled**.

Please report lost ID cards to the Circulation Desk promptly. Readers are responsible for all material checked out on lost ID cards until the loss is reported to the Library. **\$5.00 will be charged for replacing lost ID cards.**

Loan policy and procedures

Loan periods vary with user status and category of item. Loan periods may be extended at the discretion of the Librarian. **All Library material is subject to recall** if required by another user, or for the Reserve Collection. For details of the Library's holdings, please refer to collections data.

Undergraduate students at the College may have on loan up to **twelve (12) items** at a time, including no more than two from the Reserve, Overnight and West Indies Collections. The period of loan for items from the Main Collection is 14 days.

Postgraduate students of the College may have on loan up to **twenty (20) items** at a time, including no more than two from the Reserve, Overnight and West Indies Collections, and no more than two from the Periodicals Collection. The loan period for items from the Main Collection is 8 weeks.

Professional, academic, research and senior administrative staff may have on loan up to **twenty (20) items** at a time, including no more than two from the Reserve, overnight and West Indies Collections, and no more than two from the Periodicals Collection. The period of loan for items from the Main Collection is 8 weeks.

Administrative, technical and support staff who hold permanent positions with Codrington College may have on loan up to **four (4) items** at a time from the Main Collection. The period of loan for items from the Main Collection is 14 days.

Diploma Students of the College may have on loan up to **six (6) items** at a time. The period of loan for items from the Main Collection is fourteen (14) days.

Outside members who are permitted to borrow may have on loan up to **six (6) items** at a time, including a maximum of four from the Main Collection, and a maximum of two from the Reserve,

West Indies Collection. The period of loan for items from the Main Collection is 14 days. Outside members with **reader status** are allowed Reading Room loans only.

VIP/Visiting Scholars of the College may have on loan up to **ten (10) items** at a time including no more than 2 items from the Periodicals Collection. The period of loan is fourteen (14) days.

Codrington College Special Program Borrower of the College may have on loan up to **seven (7) items** at a time. The period of loan is fourteen (14) days.

Codrington College Special Program Reader may have [Reading Room Loans only](#). They may have up to **two (2) items** at a time including no more than 2 items from the Periodicals Collection. The period of loan is 3 hours.

Reading Room loans from the Special Collections, the Reserve Collections and the West Indies Collection are for three hours only. A maximum of two items may be borrowed from these collections at a time. Requests for reading room loans are made by completing a Reading Room Reservation Form and handing it in to the staff at the Circulation Desk.

Periodicals which have been bound may be borrowed by postgraduate students, and members of the academic, research and senior administrative staff only. The period of loan is 2 weeks. Periodical loans are not normally renewable. Current issues of periodicals are **NOT** available for loan.

Loan Policy and Procedures Table

| Materials /Collections | Patrons | No of Items | Total All Items | Loan Period | Renewals | Fines | Conditions |
|------------------------|------------------------------|-------------|-----------------|-------------|----------|------------|------------|
| Books | Postgraduates | 20 | 20 | 56 days | 1 | \$1.00/day | |
| Books | Prof, Research, Senior Admin | 20 | 20 | 56 days | | \$1.00/day | |
| Books | Undergraduates | 10 | 12 | 14 | 1 | \$1.00/day | |

| | | | | | | | |
|----------------|-----------------------------------|----|---------|---------|---|-----------------|------------------------|
| | | | | days | | | |
| Books | Diploma Students | 6 | 6 | 28 days | 1 | \$1.00/day | |
| Books | Admin, tech, and support staff | 4 | 4 | 14 days | | \$1.00/day | |
| Books | Outside Members | 6 | 6 | 14 days | | \$1.00/day | |
| Books | VIP/Visiting Scholars | 10 | 14 days | | | - | |
| Books | Cod. Coll. Special Prog. Borrower | 7 | 7 | 14 days | | \$1.00/day | |
| Journals | Postgraduates | 2 | | | | \$0.50/day | Bound back issues only |
| Journals | Prof, Research, Senior Admin | 2 | | | | \$0.50/day | Bound back issues only |
| Course Reserve | All | 2 | | | | \$0.10/per hour | |
| WIC | All | 2 | | | | \$0.10/per hour | |
| Overnight | All | 2 | | | | \$0.10/per hour | |
| AV | Academic, Research, Senior Admin | 2 | | | | | |

Renewals

Books may be renewed for a further period if they have not been requested by other readers, and provided that the borrower has not had them for two consecutive periods of loan.

No person shall be allowed to borrow any books from the Library if he/she has in his/her possession any books which he/she has kept beyond the time allowed by the Library regulations, or if any fines or charges which has been incurred has not been paid. This applies to **ALL** users of the Library.

Fines

Borrowers are fined for the late return of books and are charged with the cost of replacement if books are lost or damaged. All unpaid fines will **result in suspension of borrowing privileges** until the fines have been paid. Unpaid fines need to be cleared before exam results can be accessed or before a student can register for an upcoming Semester.

Library fines for overdue items vary with user status and category of item. For items from the Main Collection the fine is

- **\$1.00 per day, per item for postgraduate and undergraduate students**, and also for members of the academic, research and senior administrative staff.

For all other borrowers the fine is

- **\$1.00 per day, per item.**

For periodicals the fine is

- **\$0.50 per day per item.**

For items from the Reserve and West Indies Collections, the fine is

- **\$0.10 per hour, per item.**

Search services and requests

Requests for items which are circulating to another patron may be made by giving the necessary information at the Circulation Desk. Patrons are notified when requested item (s) becomes available. A notice will be placed on the student's notice board.

If you cannot find an item on the shelves, you may request a search at the Circulation Desk. Please allow a minimum of two days for a search response.

Lost or damage material

For lost or damaged material, users are required to pay a processing fee of \$10.00, plus the current cost of the material. If a lost item is returned in good condition within the academic year, the sum paid for the item will be refunded to the user.

Persons accepted as outside members of the Library are normally required to pay membership fees as listed over page.

BORROWING: Membership Fees

Other persons requesting use of the Library for reading or reference purposes may be admitted as **Outside Members** at the discretion of the Librarian, and are normally required to pay membership fees.

See tables below for financial information for **Outside Members**.

| FULL PRIVILEGES | | | |
|------------------------------|------------------------------------|------------------------------------|--|
| | UWI GRADUATE | Non UWI GRADUATE | OTHER |
| Processing fee | \$30.00 | \$50.00 | \$30.00 |
| Individual membership fee | \$100.00/semester \$175.00/year | \$100.00/semester \$300.00/year | |
| Institutional membership fee | | | \$270.00 /year/max 6 persons per company |
| 1 month fee | \$50.00 | | |
| Caution Deposit | \$120.00 | \$120.00 | \$120.00 |

| REFERENCE PRIVILEGES | | |
|-----------------------------|---|--|
| | General Public/International Researchers | Non UWI Graduate Students |
| Processing fee | \$30.00 | \$ 15.00 |
| Individual Membership | \$150.00/year \$50.00/month | \$85.00/semester \$130.00/year \$35.00/month |
| Institutional Membership | \$200.00/year Corp \$150.00/year Gov't | |

ALL PATRONS who are granted borrowing privileges are asked to pay a \$120 caution fee (refundable) plus \$25 processing fee.

Full privileges includes borrowing, reference and in-house use of databases
Reference privileges refers to paper products only, data base access requires a

Code of conduct

The Library is for the purpose of study and not for discussion or social gatherings. Any conduct inconsistent with this purpose or detrimental to its pursuit by others shall constitute a breach of these rules.

The Librarian shall from time to time have authority to maintain good order in the Library and may exclude from it or suspend from its use any reader who breaks these rules. The Librarian may report to the Principal any person responsible for serious or persistent breach of these Rules; such conduct by any student shall be considered a breach of Codrington College discipline.

Users of The Codrington College Library expect to have:

- a library environment free of disruptive activity.
- access to library materials or an ability to recall them as regulations allow.
- newspapers, journals, documents, and books that are complete and unmarked.

Ensuring a pleasant and productive environment for study and research for all users requires that each user of the Codrington College Library follow the *Library Conduct Policy* and refrain from the activities listed below:

Removal or attempted removal of library materials or property without checking them out or without authorization.

Consumption of food or beverages within the Library

Bringing bags of any description into the Library except as determined by the Library as appropriate.

Wearing Cassocks in the Library (**ORDINANDS**)

Smoking.

Mutilation of library materials by marking, underlining, removing pages or portions of pages, removing binding, removing electronic theft detection devices, or in any other way injuring or defacing library materials.

Misusing or tampering with computing or media equipment or Internet connections

Misusing Internet resources *See* Computer (Workstation) Use Policy

Cell phones **MUST** be turned **OFF** in the Library at **ALL TIMES**.

Concealing library materials in the Library for the exclusive use of an individual or group.

Failure to return materials following the expiration of the loan period and/or on request for return of materials.

Failure to pay the value of lost or damaged materials.

Harassment of library staff or users

Being in an unauthorized area of the Library, remaining in the Library after closing or when requested to leave during emergency situations

Exhibiting prohibited behaviours such as:

- interference with studying, research or emergency services

- creating an intimidating, hostile or offensive environment
- causing physical harm or reasonable apprehension of such harm

All members of the Library Staff are empowered to require readers to comply with these Rules.

Non- circulating items

The following categories of material may not normally be removed from the Library.

- Reference books, e.g. books with R/REF/Red mark on the spine
- Books on display as recent acquisitions
- Current issues of periodicals
- Books from the West Indian Collection (WIC)
- Books used for Course Reserves
- Theses and other works of special value.
- Special Collection books (eg Sehon Goodridge Collection)
- Microform Collection e.g. CD's, DVD's Microfilm etc

Book drop

Patrons returning books after the Library is closed can deposit their books in the box provided at the front of the Main Library door. This box will be cleared twice per day: 9:00 am and again at 5:00 pm. **Please do not place overdue books in the book drop.**

Blocks

Patrons will be blocked from borrowing books/using the Library if:

- Overdue books are not returned or paid for
- Disruptive behaviour in the Library
- Repeated violation of Library rules
- Delinquency/block in pervious system**
- Lost of ID

** For persons who are affiliated with any of Cave Hill Libraries or QEH Library.

Theft and mutilation

The willful mutilation or defacement of library material, the attempt at, or illegal removal of library material, the attempt to obtain library material or gain access to library facilities by false pretence or forgery, will be considered a major offence against the College and any person who commits such an offence may be reported to the Principal for disciplinary action which may include a penalty, suspension or expulsion.

Photocopying/printing from Computers

Self service photocopying machine is available in Mary Magdalene. The copier will accept a user name and a pass code. The Assistant on duty will assist you in this process. Copies for Postgraduates will be 30 cents; all other patrons will pay 25 cents. Students will not be allowed to make copies unless their accounts have in at least a minimum of \$5.00. Lecturers are asked **NOT** to make copies for students.

SERVICES: Bindery Services

Binding services are available to members of the College community. These include:

- Laminating
- Comb Binding
- Professional Binding for Theses

Patrons are required to make the appropriate payment prior to booking the services of the Bindery.

You are also advised to consult the staff of the Bindery ahead of time to determine how long your particular project will take, since this depends on how busy the Bindery is at any given time. Below are details regarding services and related fees?

| Services | Details | Fees (\$) | Comments |
|-------------------|----------------|------------------|-----------------|
| Laminating | 8" X 11" | 5.00 | |

| | | | |
|---------------------|----------------------|-------|--------------|
| | 13" X 17" | 13.00 | |
| | 12" X 36" | 20.00 | |
| | | | |
| Comb Binding | 1-50 Pages | 5.75 | |
| | 51-75 Pages | 8.00 | |
| | 76 -100 Pages | 11.50 | |
| | 101-150 Pages | 14.00 | |
| | 151-200 Pages | 17.25 | |
| | 201-300 Pages | 25.00 | |
| | | | |
| Theses | Professionally Bound | 80.00 | Hard covered |
| Books | | 30.25 | Hard covered |
| | | | |

Computer Facilities

The Library computers are located in the Main Library. Codrington College Staff and Students must obtain a user name and password from the Principal. The use of the computers is governed by the Library's/UWI Code of Conduct, its regulations and policies. These can be obtained from Mrs. Shirley Mascoll, *Administrative Officer or the Librarian.*

Special conditions apply for non-Codrington users. Please contact the Principal/Librarian for additional information.

There is a wireless network available. Patrons can use laptops in the Library provided that there are no trailing wires and that you do not unplug Library equipment. You must ensure that you have the appropriate wireless LAN card in your laptop in order to secure access.

Main Library Collection

The Main Library's collection is generally a lending collection and consists of print resources. For borrowing information and procedures please refer to our **access and circulation policy.**

There is also the Reference Section within the Main Library and includes general and subject specific encyclopedias and dictionaries, the **Sehon Goodridge Collection, Noel Titus Collection** along with **Course Reserves, Periodicals, the West Indian Collection and Theses**. All electronic resources are available here. Materials from these collections are not normally allowed outside of the Library and are available for **Reading Loan Only**.

On no account may **WIC, Sehon Goodridge, Noel Titus or Reference** material be removed from the Library. The Loan period is short and the fines are high.

Suggestions for Purchase

Any member of the College community may recommend items for purchase by the Library. Suggestions cards are available at the Circulation desk. While the Library/Principal reserves the right to make all decisions on what will be purchased, it will try to acquire all appropriate material, budget permitting.

Gifts and Donations

The College Library welcomes gifts and donations of items which strengthen its collection and support the College's research and teaching programmes. Gifts are reviewed by the Librarian for addition to the collection. Disposition of gifts not added to the collection is at the discretion of the Library. Gifts are presumed to be given **WITHOUT** conditions. To make a donation to the Library please contact the Librarian/Principal.

Any person responsible for serious or persistent breach of these Rules will be reported to the Principal, which can result in exclusion or temporary suspension from the use of the Library.

LIBRARY STAFF MEMBERS

Senior Library Assistant (SUPERVISOR)

Miss Beverley Barton

Email: beverley.barton@codrington.org/

Tel: 416-8063

Library Technician

Ms. Karen Antrobus

Email: karen.antrobus@codrington.org

Tel: 416-8063/65

Library Technician

Ms. Marcelle Lewis

Email: marcel.lewis@codrington.org

Tel: 416-8063/65

Library email (temporary)

codlibrary4@gmail.com

Printed by the Codrington College Library

Tel: 416-8063/65