

Library Policies and Procedures

Library Hours:

The library is open whenever classes are being held and can also be opened whenever faculty or staff are present in the building. Library staff are available on Tuesdays and Thursdays from 9:30am to 4:30pm. The library website and catalog may be accessed at any time in any location with internet access. The website includes links to online resources that are very helpful for student research.

Using the Library:

Students, faculty and staff are requested to sign into the library using the library sign-in notebook.

The library catalog may be accessed by going to the Carver website (carverbiblecollegekc.org) and clicking on the Library link, then clicking on 'Access Online Catalog,' or by logging into the Oasis SIS system and choosing 'Library: OPAC' under the navigation bar.

If library books are used in the library, we request that they not be returned to the shelves. Please place them in the basket marked 'Books Used in Library' so that we can make sure they are shelved correctly and keep a record of books that are being used.

There are two desktop computers available in the library for student use. Additionally, there are laptops available for checkout and use only in the library. Please inquire in the Carver office for additional laptops. Print jobs can be sent to the Brother HL-3170CDW printer in Room 403.

If you need a landline to make a phone call, please use the phone in Room 403.

Circulation Policy:

- A maximum of 10 items may be checked out at a time.
- The checkout period for items is 28 days for students and 150 days for faculty. Items may be checked out in either of two ways:
 - by using self-checkout in the Oasis SIS software (1) log in to Oasis using your email address and password (2) under the Navigation Bar, choose OPAC Library Catalog (3) in the black column on the left of the screen, choose 'Self Check Out' (4) click 'Pull Student Record' button (5) type in barcode, e.g. 1005027 or cbbc623.
 - by filling in your name, the date, and the barcode of the item on the Checkout clipboard in the library.
- A fine for overdue materials of \$.25 per day, up to the cost of replacing the item, may be charged. Fines must be paid at the end of the semester to receive final grades.
- Materials may be renewed two times unless they are on hold for another user.
- Holds can be placed on checked out materials by contacting a staff member. Either call the library at 816-333-1577 ext. 7106 during hours when staff are in the building or use the contact form on the Library page of the Carver website. Please do not use the 'Place on hold' button.
- Items in the Reference or Reserved area may not be checked out. They must be used in the library.
- If items are lost or damaged, borrowers may be charged the cost of replacement of the item.
- Items may be returned by placing them in the 'Book Return' basket in the library. Slips of paper are provided to write the date of return and place inside the book.