

# DAYBREAK UNIVERSITY



## LIBRARY HANDBOOK

**2022-2023**

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# **1. WELCOME**

Welcome to the Library! This handbook is designed to make your use of the Library more productive and efficient as you begin and continue your education at Daybreak University.

The handbook not only describes the varied material contained in the Library but ways of finding them easily and the regulations governing their use. All library resources are linked by computer network for research and circulation.

Refer to your handbook often, but always feel free to ask questions if you become confused or uncertain. The Library is here to support you in your educational and personal endeavors; please allow us to help you use it most effectively!

## **1.1 Mission Statement**

The Mission of Daybreak University is to be a facilitator for the students' self-actualization, in spite of the darker sides of their lives. Daybreak University provides rigorous education that inspires spiritual healing and transformational change in individuals, couples, families, and communities through professional research, academic and practical excellence with a compassionate heart of God. The vision of Daybreak University is transforming the world by changing one relationship at a time.

## **1.2 Institutional Objectives**

In pursuing its mission, Daybreak University seeks to achieve these four university wide objectives:

1. Achieve excellence in education and research.
2. Develop innovative and effective practitioners.
3. Develop a lifelong commitment to service and reflect Christian spirituality of love and compassion into learning and practice.
4. Promote cultural and individual diversity and attitudes of respect for all.

## **1.3 Library Purpose Statement**

The mission of the Daybreak 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:

### **Bibliographic Resources**

- To provide well organized collection of books, periodicals, audiovisual and electronic media which effectively supports the curriculum, course offerings, and usage of the institution
- To develop a collection that is comparable to accredited colleges which is similar with our size

### **Technology and Electronic Resources**

- To provide technological tool, software, and hardware that facilitate research and easy access to information
- To provide access to an electronic catalog of materials, organized according to nationally recognized and accepted standards, which includes access to databases and full-text materials and provides a gateway to a wide variety of external resources

### **Research Guides and Information Literacy Instruction**

- To provide reference and research assistance in order to support students' learning and faculty's instruction
- To provide training in information literacy and research skills such as academic style, plagiarism, copyrights, fair use, information retrieval, etc.
- To provide competent professionals and support staff in adequate numbers to meet the needs of faculty and students

### **Network and Inter-Library Loan**

- To provide access to additional resources from other collections such as cooperative agreements, inter-library loan, resource sharing programs
- To partner with faculty in developing and implementing possibilities of using library resources to better support their instruction

### **Facilities**

- To provide comfortable, well-lit, and attractively furnished study space for users to be able to fully use the library services and materials within the library

- To provide sufficient, safe, and attractive space for display, processing, and storage of the collection

### **Assessment and Plan**

- To assess library usage and survey user satisfaction for improvement of library services
- To regularly evaluate library services in order to reflect the result into a strategic action plan

## **1.4 Librarian Job Description**

Librarian is responsible for management of the library resources and services and reports to and consults with Academic Dean. Responsibilities include:

- Develops and enforces policies concerning the development of library resources and services, in consultation with the faculty.
- Develops and implements plans for the library and information technology.
- Manages the selection, acquisition and cataloging of books, periodicals and other library materials to support the school's curricula.
- Manages the various services of the library.
- Assist in the educational use of technology
- Prepares the annual library budget.

## 2. GENERAL INFORMATION

### 2.1 Contact Information

- Telephone: (310) 739-0132
- Fax: (270) 714-0317
- E-mail: [library@daybreak.edu](mailto:library@daybreak.edu)

### 2.2 Library Hours of Operation

- **Monday through Friday: 9:30 a.m. - 7:30 p.m.**
- **CLOSED: 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

**Any change in hours is posted on the Library circulation desk.**

### 2.3 Library Location

The Daybreak University is located on the main floor. Library hours are during weekdays are 9:30am to 7:30pm. Times are posted outside of the Library entrance.

The Daybreak University library contains a wide variety of resource materials for student use in addition to computer stations with Wi-Fi Internet access, and study tables.

The library contains in excess of 5,000 physical books and 100,000 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 5,000 physical books and 100,000 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 Daybreak University Library uses the Library World Automated System for its online public access catalog (OPAC). The following inserts show how the screen will appear on the computer.

Click on the “Daybreak Library” menu at the Daybreak University website. This will take you to the Library webpage.

Click on the “LIBRARY” menu at the Daybreak University website. This will take you to the Library Online Catalog.

Choose the Library on the Daybreak University homepage ([www.daybreak.education](http://www.daybreak.education)). You may search the books by author, title, or subject. Borrower ID and password are not required to search the library catalog of in-house materials.

Daybreak University Library web page can be accessed outside the library through:

<https://opac.libraryworld.com/opac/signin.php?libraryname=DAYBREAK%20LIBRARY>



The next screen is the basic search screen. Enter the word or search term you wish to search. A **KEYWORD** search is the default search mechanism, and may be faster if you do not have specific information. If you wish to search by **AUTHOR, TITLE, or SUBJECT**, click the appropriate radio button. An **AUTHOR, TITLE, or SUBJECT** search is good to use when you know specific information. Feel free to ask the librarian for specific subject headings. In the case of authors, the last name should be given first.





The search system is extremely spelling sensitive, so if you do obtain results when you execute your search, please check your spelling.

Once you've made your selections, click "search" to begin your search.

You will then see a list of your search results. From here, you may look at the detail of each particular item. The shelf status (whether the item is on the shelf or checked out) will display to the right.

By selecting one of the titles from the results list, you will see more detail regarding the item. The author and title information is given, as is the call number and other bibliographic information. From here, you can select "Show card" to see the information about the item in a card-catalog format. You may select "Show copies" to see additional information about a particular item, including shelf status, due date, and other information.

From this screen, you can also place an item that is checked out, on hold, or create a list of titles for a bibliography by clicking on the appropriate buttons to the right.

If you cannot find the materials you are looking for, please ask Library staff member for assistance.

### 3. THE CLASSIFICATION SYSTEM

#### 3.1 Library Congress Classification System

The Daybreak University Library uses the Library of Congress classification system (LC).

This system of classification is used by most college and university libraries. The LC system arranges materials into subject areas and allows books or media on the same subject to be placed together on the shelves. Each item is assigned a call number which consists of a series of letters and numbers:

**EXAMPLE:**

**GV** broad subject--RECREATION

**995** further identifies the subject

**.B37** B is the first letter of the author's last name, 37 further identifies the Author

Once you have identified a call number, you can locate materials in separate areas of the Library. Generally, these areas are circulation, reference (REF or R) and media (VCR, VCT, DVD, EQ). NOTE: Oversize books are shelved in a separate area. Ask for assistance when looking for these books.

Reference and audiovisual materials let you know that they are shelved separately from circulating books because they have REF or other collection code above the call number. When you find the correct area, each shelf has designated signs with letters/numbers on the end panels. Locate the first letter of the call number (B for example) on the end panel. Then look for the second letter, if there is one. A single letter B would come before BC. BJ would come before BT, etc.

Follow these two rules when you encounter decimals in a call number:

1. Numbers that follow a decimal are read as whole numbers.
2. Numbers that follow a decimal are read as decimals.

**EXAMPLE:**

B	BC	BJ	BT	BT	MT
123	11	222	160.4	160.48	881.7
.R4	.K2	.T31	.T62	.Z21	.A43

## **3.2 Guide to the Library Congress Classification System**

### **A. General Works**

AE - Encyclopedias

AI - Indexes

AM - Museums

AP - Periodicals

AS - Academics

AY - Yearbooks, almanacs

### **B. Philosophy, Psychology, Religion**

B - History & systems of philosophy

BC - Logic

BD - Speculative philosophy

BF - Psychology

BH - Aesthetics

BJ - Ethics

BL - Religions, mythology, rationalism

BM - Judaism

BP - Islam, Bahaim, Theosophy

BR - Christianity (General)

BS - The Bible

BT - Doctrinal theology

BV - Practical theology

BX - Denominations and Sects

### **C. Auxiliary Sciences of History**

CB - History of civilization & culture

CC - Archaeology (General)

CD - Diplomacy, archives, seals

CE - Chronology

CJ - Numismatics

CN - Epigraphy

CR - Heraldry

CS - Genealogy

CT - Biography (General)

### **D. History - General & Eastern**

D - History (General)  
DA - Great Britain  
DB - Austria, Czechoslovakia, Hungary  
DC - France  
DD - Germany  
DE - Mediterranean, Greco-Roman world  
DF - Greece  
DG - Italy  
DH - DJ: The Benelux  
DK - Russia  
DL - Northern Europe  
DP - Spain, Portugal  
DQ - Switzerland  
DR - Eastern Europe; Turkey  
DS - Asia  
DS520-DS689: Southeast Asia  
DT - Africa  
DU - Oceania, Australia, N.Z.  
DX – Gypsies

### **E & F. History -Western Hemisphere**

E - America (General), U.S.  
F1-F975 – U.S. local history  
F1001-F1140 - Canada  
F1201-F1392 - Mexico  
F1401-F3799 - Central and South American, the Caribbean area

### **G. Geography, Anthropology, Recreation**

5G - Atlases, Globes, Maps  
GA – Mathematical geography, cartography  
GB - Physical geography  
GC - Oceanography  
GF - Human ecology  
GN - Anthropology  
GR - Folklore  
GT - Manners and customs

GV - Sports and recreation  
GV1580-GV1799 – Dance

### **H. Social Sciences and Business**

H - Social Sciences (General)  
HA - Statistics  
HB - Economic theory  
HC - Economic history  
HD - Land, agriculture, communication  
HE - Transportation  
HF - Commerce  
HG - Finance  
HJ - Public finance  
HM - Sociology  
HN - Social history  
HQ - Social groups; the family, marriage, women  
HS - Societies and clubs  
HV - Social pathology, criminology, welfare  
HX - Socialism, communism, anarchism

### **J. Political Science**

J - Official documents  
JA - Collections and general works  
JC - Political theory  
JF - Constitutional history  
JK - U.S. constitutional history  
JS - Local government  
JX - International law & Relations

### **L. Education**

L - Education (General)  
LA - History of education  
LB - Theory and practice  
LC - Special aspects  
LD - Individual U.S. institutions  
LH – College/school publications  
LJ - Student fraternities & societies

LT - Textbooks (General)

### **M. Music**

M - Music (General)

ML - Literature of music

MT - Music instruction and Study

### **N. Fine Arts**

N - Visual arts (General)

NA - Architecture

NB - Sculpture

NC - Drawing, design, illustration

ND - Painting

NE - Print media

NK - Decorative arts, applied arts

NX - Arts in general

### **P. Language and Literature**

P - Linguistics

PA - Greek and Latin

PB - Modern European languages; Celtic languages

PC - Romance languages

PD - Old Germanic and Scandinavian languages

PE - English language

PF - Dutch, Flemish, German languages

PG - Slavic languages and literature

PJ - Middle Eastern languages and literature

PK - Indo-Iranian languages and literature

PL - East Asian, African, and Oceanic languages and literature

PM - American Indian; artificial languages

PN - Literature, literary history and collections

PN1993-PN1996 – Motion Pictures

PQ - Romance literature

PR - English literature

PS - American literature

PT - Germanic literature  
PZ - Children's literature

### **Q. Science**

Q - Science (General)  
QA - Mathematics  
QB - Astronomy  
QC - Physics  
QD - Chemistry  
QE - Geology  
QH - Natural History (General)  
QK - Botany  
QL - Zoology  
QM - Human Anatomy  
QP - Physiology  
QR - Microbiology

### **R. Medicine**

R - Medicine  
RA - Public aspects of medicine  
RB - Pathology  
RC - Internal Medicine  
RD - Surgery  
RE - Ophthalmology  
RF - Otorhinolaryngology  
RG - Gynecology and obstetrics  
RJ - Pediatrics  
RK - Dentistry  
RL - Dermatology  
RM - Therapeutics; pharmacology  
RS - Pharmacy and material medical  
RT - Nursing  
RX - Homeopathy  
RZ - Other systems of Medicine

### **S. Agriculture**

S - Agriculture (General)

SB - Plant culture  
SD - Forestry  
SF - Animal culture  
SH - Aquaculture, fisheries, fishing  
SK – Hunting

### **T. Technology**

T - Technology (General)  
TA - Engineering (General)  
TC - Hydraulic engineering  
TD – Environmental technology  
TE - Railroad engineering  
TG - Bridge engineering  
TH - Building engineering  
TJ - Mechanical engineering and machinery  
TK - Electrical engineering; electronics  
TL - Motor vehicles; aeronautics; astronautics  
TN - Mining engineering; metallurgy  
TP - Chemical technology  
TR - Photography  
TS - Manufactures  
TT - Handicrafts; arts and crafts  
TX - Home economics; Cooking

### **U. Military Service**

UA - Armies  
UB - Military administration  
UC - Maintenance and transportation  
UD - Infantry  
UE - Cavalry; armored and mechanized Cavalry  
UF - Artillery  
UG - Military engineering  
UH - Other services

### **V. Naval Science**



VA - Navies  
VB - Naval administration  
VC - Naval maintenance  
VD - Naval seamen  
VE - Marines  
VF - Naval ordinance  
VG - Minor services of navies  
VK - Navigation. Merchant marine  
VM - Naval architecture. Shipbuilding. Marine engineering.

## **Z. Library Science**

*If you cannot locate the books you want, remember:*

1. Double check the call number.
2. The book may be slightly out of place; look in the vicinity of its placement.
3. The book may be checked out; you may want to put a tracer on it if you cannot locate a suitable substitute in the stacks.
4. Ask the library staff for assistance.

## **4. CIRCULATION SERVICES**

### **4.1 Circulation Period**

- Students Circulation Period-books can be checked out for four weeks.
- Faculty is asked to return items as soon as possible once they have completed using them.
- Reference books and periodicals do not circulate. They are in library use only.
- Media-Audio Visual materials can be checked out by faculty and staff members only. These items are loaned until the end of the term. Faculty is asked to return items as soon as possible once they have completed using them. These items cannot be checked out to students, but may be used by students in the library.
- Reserve books -books are "in-library use only", overnight (due by 9:30 a.m. the following day), or as specified by instructor.

### **4.2 Personal Hold Requests**

Students, faculty, and staff may request that a circulation item be held for them if the item has been checked out and unavailable. These holds can be placed by asking the librarian. You will be notified when the item is returned to the Library and is available to you.

### **4.3 Fines and Overdue Materials**

At the end of each quarter, faculty overdue notices are sent to those faculty members who have failed to return books and other materials to the library. However, faculty and staff borrowing privileges may be suspended when materials have not been returned after one academic year. The prompt return of materials is necessary if the library is to give you and others quality service. Fines are imposed on the late materials as follows:

- Four-week check-out of Books-.25 cents per day, per book
- Reserve check-out of materials - \$2.00 per hour, per item

### **4.4 Lost Items**

If a book is lost, the user should inform the library staff immediately. The student will be charged the replacement cost of the book plus a \$10.00 of processing fee.

## **4.5 Copier**

Copiers with enlarging and reduction features are located in main school office. The cost is .10 cents per page.

## **5. REFERENCE SERVICES**

### **5.1 Reference Collection**

Books in this area contain specific factual information and are not usually read cover-to-cover. Information in a reference work, which may be single or multi-volume, is usually presented alphabetically or topically, often with thorough indexes at the end of the work and instructions for use at the beginning. The staff will gladly assist students in locating reference materials.

### **5.2 Using Reference Materials**

Reference materials are books that can be used by itself as a source of information without use of a second source of information. (Although a reference book may refer or lead to another source information, which is not its main purpose.) Reference books usually include access components such as indexes that lead to information elsewhere in the book itself, rather than to other sources of information. In many cases, reference books cannot be used effectively without using access points included in the included in the reference book. It is therefore, important to look for indexes and other access keys in reference books. The library's reference collection contains many books that will be useful in research. The librarians can help you identify and use the most useful of reference books such as Dictionaries, Encyclopedias, Biographical Sources, Almanacs, Statistics, Specialized Encyclopedias, Chronologies, Atlases, Handbooks, Directories, and Compilations.

### **5.3 Multimedia Services**

Multi-media items available for use in the library include DVDs, VCR Cassettes, transparencies, audio-cassettes, slides, records, and other items. These are for use in the Library, and can be located like any other item through use of the OPAC card catalog. Please contact with the library staffs for assistance in finding these materials.

Equipment items are loaned to faculty for classroom use. An AV Materials Reservation Form is available for faculty use on the library web site. Faculty is encouraged to reserve equipment at least two days in advance. Please ask your campus librarian for additional information.

## **6. SPECIAL LIBRARY SERVICES**

### **6.1 Interlibrary Loan**

Interlibrary loan is the process by which a library requests material from or provides material to another library. The purpose of interlibrary loan is to obtain material not available in the user's local library.

#### **Borrowing Restrictions**

The library determined borrowing restrictions by the type of materials or any other conditions to allow circulation.

#### **Copyright Issues**

Copyright law limits the number of photocopied articles that can be borrowed through Inter Library Loan. Once we have reached our limit, we will inform you what the closest library owning that title is.

#### **Ask a Librarian**

Have a question? This service is available to all Daybreak students. You ask question in person, by phone, or by email.

### **6.2 Library Card**

Your Student ID Card is your library card to borrow materials from the library. You will need to come by the library to get a barcode added ID Card.

### **6.3 Library Orientations / Information Literacy Instruction**

The University Librarians offer Orientation Programs and Information Literacy Instruction for classes and individuals upon the request. Basic information about the library, general policies, the Library of Congress Classification system, copyright, plagiarism, research methods and the various services provided are discussed during this instructional session. Faculty members are asked to give a written notice to the librarian at least one week before the date for instruction.

## **6.4 Course Reserves**

Faculty may place items from the library collections on reserve, or offer items to be held on reserve for student use as related to a specific course. Faculty members should meet with the Campus Librarian to make any necessary arrangements.

## **6.5 Purchase Recommendations**

Faculty members are encouraged to recommend items to be added to the collections. Forms to make such recommendations are available on the Daybreak University Library website. All purchases made will be consistent with the college's collection development/management policies.

**It is the policy of the Daybreak University that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.**

## 7. ACCESSING LIBRARY AND INFORMATION RESOURCES NETWORK (LIRN) PROXY

- To access LIRN subscription go to: <https://proxy.lirn.net/DaybreakUniv>
  - **Username: 78958**
  - **Password: lighthead82**
  - **Please note URL, Username, and Passwords are case sensitive.**
- To access your subscription, go to the LIRN homepage at <https://www.lirn.net>
- Select the "Databases" button or go directly to <https://www.lirn.net/databases>;
- Enter your LIRN ID when prompted.
- Once you have logged in, the resources you have subscribed to will appear on the LIRN Gateway Menu.

Note that on the LIRN Gateway Menu, there is a search box that allows your students to directly query across vendors using our federated search service, LIRNSearch.

The default view for your subscription is the Subject view. You can change this view during your current session by clicking on one of the other tabs (alphabetical, simple, vendor).

Our Librarian staff has composed a YouTube Video that you might find useful.

This can be found on the LIRNotes channel (<https://www.youtube.com/watch?v=nl7tjhNMyFo>).

If you have any questions, please contact us at [library@daybreak.education](mailto:library@daybreak.education)

## **8. DATABASE LIST**

### **Education**

American Doctoral Dissertations, 1933-1955  
Career & Technical Education Database  
Cyberbullying Searchable Information Center  
Education Database  
ERIC  
ProQuest Central  
Psychology Database  
Research Library: Literature & Language  
Research Library: Social Science  
Teacher Reference Center

### **General & Interdisciplinary**

American Doctoral Dissertations, 1933-1955  
Continental Europe Database  
Directory of Open Access Journals  
East & South Asia Database  
East Europe, Central Europe Database  
ERIC  
India Database  
Latin America & Iberian Database  
Middle East & Africa Database  
ProQuest Central  
ProQuest Newsstand  
Research Library  
Turkey Database  
UK & Ireland Database

### **Health & Medical**

H1N1 (Influenza) Searchable Information Center  
American Doctoral Dissertations, 1933-1955  
Biology Database  
Breast Cancer Searchable Information Center  
Directory of Open Access Journals  
Family Health Database  
Health & Medical Collection



Health Management Database  
Medline Plus  
Merck Manual - Professional Edition  
Nursing & Allied Health Database  
ProQuest Central  
Public Health Database  
PUBMED  
Research Library: Health & Medicine

### **History & Social Science**

American Doctoral Dissertations, 1933-1955  
Criminal Justice Database  
Education Database  
European Views of the Americas: 1493 to 1750  
Linguistics Database  
Military Database  
Political Science Database  
ProQuest Central  
ProQuest Newsstand  
Psychology Database  
Research Library: History  
Research Library: Social Science  
Social Science Database  
Sociology Database

### **Language & Literature**

American Doctoral Dissertations, 1933-1955  
Linguistics Database  
ProQuest Central  
Research Library: Literature & Language

### **Law & Criminal Justice**

Accounting, Tax & Banking Collection  
American Doctoral Dissertations, 1933-1955  
Criminal Justice Database  
Military Database  
ProQuest Central

### **News & Current Events**

ABI/INFORM Collection  
ABI/INFORM Dateline  
ABI/INFORM Global  
African Newsstand  
Asia Newsstream  
Australia & New Zealand Newsstream  
Canadian Business & Current Affairs Database (CBCA)  
Canadian Newsstream  
European Newsstream  
International Newsstream  
Middle East Newsstream  
Natural Disaster and Extreme Weather Searchable Information Center  
ProQuest Central  
ProQuest Newsstand  
US Major Dailies  
US Midwest Newsstream  
US Newsstream  
US North Central Newsstream  
US Northeast Newsstream  
US South Central Newsstream  
US Southeast Newsstream  
US West Newsstream

### **Psychology**

American Doctoral Dissertations, 1933-1955  
Criminal Justice Database  
Cyberbullying Searchable Information Center  
ProQuest Central  
Psychology Database  
Research Library: Health & Medicine  
Research Library: Social Science  
Social Science Database  
Sociology Database

### **Religion & Philosophy**

American Doctoral Dissertations, 1933-1955  
East Texas Baptist University's Bible Study Guide Commentary Series

ProQuest Central  
Religion Database  
Research Library

### **Science & Technology**

American Doctoral Dissertations, 1933-1955  
Biology Database  
Computing Database  
Green File  
ProQuest Central  
ProQuest Newsstand  
Research Library: Science & Technology  
Science Database  
Telecommunications Database

### **Success Skills**

Career & Technical Education Database  
ProQuest Central

## 9. EBSCO SOCINDEX WITH FULL TEXT DATABASE

### A Rich Full-Text Sociology Database

SocINDEX with Full Text is a robust sociology research database. It provides full-text, peer-reviewed sociology journals covering many studies including gender studies, criminal justice, social psychology, racial studies, religion and social work. SocINDEX with Full Text is a full-text research database covering sociology and related disciplines. It features hundreds of full-text journals and millions of records with subject headings from a sociological thesaurus.

URL: <http://search.ebscohost.com>

Institution: DAYBREAK UNIVERSITY

ID/PW: dbuniv / Daybreak20\*

To access your subscription, go to the EBSCO SocINDEX with Full Text Database website at <http://search.ebscohost.com> ; enter your Institution's ID and password when prompted.

Once you have logged in, the resources you have subscribed to will appear on the screen.

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