



HORIZON UNIVERSITY
LIBRARY HANDBOOK
(2023~2024)

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About the Library Handbook

This handbook is written for the purpose of helping you to be able to make better use of Horizon University Library while you are here at Horizon.

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 your library staff any questions you may have. The library is here to support you in your educational and personal endeavors; please allow us to help you use it most effectively!

INSTITUTION INFORMATION

PHILOSOPHY

Horizon University (HU) was founded upon Christian doctrine and religious principles. We strive to provide the highest standard of education to Diamond Bar and the surrounding communities. HU focuses on providing degree programs to students of all backgrounds, in order to serve the expanding local and global communities of the world. Upon the completion of our degree programs, students will be able to enrich and serve with the moral, spiritual, and professional values our Christian education provides.

MISSION STATEMENT

Our mission at Horizon University (HU) is to educate the next generation of strong Christian leaders who will selflessly serve their churches, communities, and beyond with their diverse skills and vital knowledge gained during their studies of theology, the Bible, Christian leadership, and business administration here at HU.

VALUES

Horizon University prides itself in upholding core Christian values and doctrines daily in not only our educational pursuits, but in all that we do. We have identified and summarized our three core values:

- We value the mission and dedication of all members and the talents and skills they bring to the local and global communities of the world, churches, and workplace, focusing on serving others in Christ's love.
- We strive for the highest level of academic success, integrity, and professionalism, reflecting our Christian faith and relationship with our Savior, Jesus Christ.
- We dedicate ourselves to serving as role models in our local and global communities, churches, and workplace.

VISION

Our vision at Horizon University (HU) is to enrich and spiritually improve the world around us by preparing Christian leaders dedicated to work in the areas of church ministry, theology, and business sectors. Our students will inspire, motivate, and drive others to live a life defined by Christian principles, and they will be shining examples of the outstanding educational experience at HU. They will be leaders that exhibit a Christ-like spirit of service within their professional contexts.

OBJECTIVES

The fourfold goal of Horizon University (HU) is to educate students to become academically successful and intellectually confident, gain cultural awareness and tolerance, and obtain the practical skills and knowledge necessary for professionals, in order to serve as dedicated Christian leaders who have a foundation in Biblical knowledge and Christian values and are able to employ Christian principles within their career and interpersonal relationships.

First, students will be academically successful and intellectually confident, which are important qualities for overall professional success. Students will achieve skills necessary to analyze and absorb important information in their discipline, as well as to apply their knowledge to real world situations.

Second, students will develop cultural awareness and tolerance in order to be compassionate and fair leaders. Students will evaluate differences that may arise while at work in various communities and will create a space built upon inclusion and Christian love.

Third, the education received at HU will grow strong professionals who have superior knowledge and skills of their respective professional fields. Students will acquire practical skills that can be demonstrated in the field.

Our fourth and most important goal is to mold and cultivate strong, dedicated leaders. Students will apply Christian principles to pursue their vision and mission in life and deliver their knowledge to others in a compassionate manner serving in church ministry, communities, and workplace.

DOCTRINAL STATEMENT

1. The Bible

We believe that the Bible is divinely inspired by God and given for the faith of the believing community. It is infallible, authoritative and without any errors in its entirety.

2. The Trinity

We believe in the one true and living God who is eternal, transcendent, omnipotent and personal. He possesses three eternal, personal distinctions, which are revealed to us as God the Father, God the Son and God the Holy Spirit. They are perfectly equal, yet execute distinct but harmonious offices.

3. The Father

We believe in God the Father, the first person of the Divine Trinity, who is perfect in holiness, wisdom, power and love. He is infinitely sovereign, eternal, and unchangeable in all His attributes and is worthy of honor, adoration, and obedience.

4. The Son

We believe in Jesus Christ, the Perfect Son, and second member of the Divine Trinity. He was miraculously conceived and born of a virgin. He was fully man and fully God and perfectly sinless in all His humanity.

5. Holy Spirit

We believe that the Holy Spirit is the third person of the Triune Godhead. He has been and will continue to be active throughout eternity. He convicts, regenerates, indwells, sanctifies, and seals all believers in Christ, and empowers them for service. Believers are filled with the Spirit at the time of salvation. The Holy Spirit administers spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

6. Historicity

We believe the full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel. We believe the realities of heaven and hell.

7. Redemption

We believe the redemptive grace of God through the substitutionary work of Jesus Christ, who paid the full price for the sins of the world, through His literal physical death, burial and resurrection, followed by His bodily ascension into heaven.

8. Salvation

We believe in a personal salvation provided solely by the grace of God on the basis of the atoning death and resurrection of Jesus Christ. We believe that salvation is only appropriated by a person placing their faith in the finished work of Christ and not by human merit or work. We are eternally saved from the penalty of sin.

9. Last Things

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the bodily resurrection, the final judgment, the eternal felicity of the righteous and the fulfillment of His purposes in the works of creation and redemption with eternal rewards and punishments.

10. Biblical Creation

We believe the biblical account of creation as a historical and theological record of God's creation. We believe that the universe, in its entirety, was created by God in a literal six-day week. God's creation includes, but is not limited to, the existing space-time universe along with its basic systems and all kinds of living organisms.

11. Satan

We believe in the existence of a personal, malevolent being called Satan who acts as

tempter and accuser. He can be resisted by the believer through faith and reliance on the power of the Holy Spirit. A place of eternal punishment has been prepared for Satan, along with those who die outside of having faith in Christ, where they will be confined to conscious torment for eternity.

LIBRARY PURPOSE STATEMENT

The mission of the Horizon University Library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary for the academic training of men and women for Christian ministry to fulfill the mission of the school commissioned by the Triune God. The library's collections, services, and facility support the mission of the Horizon University Library.

LIBRARY MISSION

This mission is supported by the following goals:

Bibliographic Resources

- To provide a well-organized collection of books, periodicals, and 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 similar to our size.

Technology and Electronic Resources

- To provide technological tools, 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 to support students' learning and the 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 loans, and 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 results into a strategic action plan.

LIBRARY HOURS OF OPERATION

Monday through Thursday 9:00 a.m. - 6:00 p.m.
 Friday 9:00 a.m. - 5:00 p.m.

CLOSED

Saturday and Sunday

**Closed nightly during semester breaks and holiday breaks.
 Any change in hours is posted on the library circulation desk.**

LIBRARY HOLDINGS & LOCATION

The Horizon University Library is located on the main floor. Library hours are 9 AM to 6 PM from Monday through Thursday and 9 AM to 5 PM on Friday. Times are posted outside of the library entrance. The Horizon 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 collection for the onsite library contains more than 7,000 volumes in addition to online resources. For the online library-Library Information Resources Network (LIRN)- there are many thousands of electronic materials that students can access anywhere with internet access. Students may use electronic 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 searches. In addition, we also provide quiet places to study in our on-campus library.

GENERAL POLICIES AND GUIDELINES

GENERAL LIBRARY POLICIES

1. No food or drink except bottled water in the library.
2. Patrons are expected to be as quiet as possible to maintain an atmosphere conducive to study.

3. Cell phones should be turned off or placed on vibrate. Cell phone conversations should take place outside of the building.
4. The library telephone is a business line and is not available for patron use.
5. **DO NOT SHELVES BOOKS.** The library staff will shelve books and count them for statistical purposes.
6. Any patron exhibiting improper behavior, including during computer usage, will be asked to leave the library.
7. The library director reserves the right to refuse use of the library to any patron who does not follow library policies.

GIFT BOOK POLICY

The Horizon University Library accepts donations of books and other materials that support the research and teaching mission of the school. Especially welcome are items that will have significant importance to the library's collections, based on their subject matter and content. Due to the high cost of processing donations, the library reserves the right to decline gift offers at its sole discretion.

In general, the library considers the following to be unacceptable as gifts:

- Gifts to which the donor has attached conditions or restrictions, such as retention, housing, classification, and use.
- Materials which duplicate existing holdings. .
- Periodicals.
- Subscriptions.
- Mass media paperbacks.
- Photocopied materials or copies of original audio/video productions.
- Damaged and/or brittle materials.
- Materials that may be affected by mildew or mold.
- Materials heavily marked by pen or pencil.
- Materials discarded by other libraries.

DESELECTING POLICY

Deselecting is the removal of materials from the library collection that are no longer needed or viable and is a standard practice in managing a library's collection. Weeding is important in keeping a collection vibrant, relevant, and useable. It assists in preventing stacks from becoming overcrowded. It makes remaining materials more visible and accessible.

The library may, at its sole discretion, remove and withdraw monographs and any other materials (e.g., non-book print items, manuscript materials, electronic resources, magnetic media, photographs, and motion picture film).

Each subject specialist shall review, evaluate, and weed his/her collection areas on a regular basis, using the following guidelines:

1. Frequency of use: Circulation and other statistics may be examined. Items that are not in demand may be eligible for weeding.
2. Curriculum needs in the subject specialist's area(s).
3. Currency of information contained in an item. The importance of this factor will vary with the discipline.
4. Existence of multiple copies of the same title and edition, especially of low-use items: These may be weeded. However, the recognized importance of a work, edition, and author may encourage a decision for retaining.
5. Superseded works, especially ones with little historical importance, may be weeded.
6. Physical condition of an item or set: Materials that are badly deteriorated or missing key parts may be withdrawn at the discretion of the subject specialist.
7. Materials available in other formats in the library or online may be weeded, especially when they are low-use and not rare.
8. Items with regional or special interest to our collections and users should not be weeded unless they are held in multiple copies.
9. Materials which are withdrawn from the collection may be sold, donated, distributed, recycled, or discarded, at the library's sole discretion.

FOOD AND DRINK POLICY

- No food/drink (except bottled water) should be consumed or brought into any reading rooms.
- If patrons come to reading rooms with food/drink, they should either consume it outside of the library or discard it before entering.
- Patrons may deposit their food/drink on a side table or countertop near library entrances at their own risk (may be discarded by staff).

THEFT AND MUTILATION OF LIBRARY MATERIALS

The following behaviors constitute violations of school policy and may be subject to federal, state, and local laws:

1. Removing, or attempting to remove, library materials without following proper check out procedure, or without official library authorization.
2. Mutilating library materials by marking, underlining, removing pages or portions of pages, cutting pages, removing binding, removing electronic theft devices, or in any other way damaging or defacing library materials.
3. Accessing or altering any computer system, network computer program, or data without prior authorization from a library or systems official.
4. Damaging or destroying any computer system, network computer program, or data.
5. Being in unauthorized areas of the library or remaining in the library after closing or when requested to leave during emergency situations or drills.

6. Causing a disturbance or engaging in any behavior that interferes with library activities or operations. Proscribed behavior includes, but is not limited to, verbal abuse, threats of violence, sexual harassment, and lewdness in act or word.

Any person who commits or attempts to commit any of the offenses listed above, or any other behaviors illegal under the laws of the state or federal government, is subject to sanctions, including:

1. Being asked to leave library premises.
2. Being reported to police or security authorities.
3. Legal prosecution.
4. Suspension from the school.
5. Being reported to the Director of Academics.

COMPUTERS AND OTHER EQUIPMENT

The library houses computers primarily for research. Research needs will take priority over word processing and non-research activities. All saved documents must be transferred to a USB drive since documents will be deleted from the hard drive every week. Patrons must supply their own USB drive.

Printers are available with the computer, and black and white printing is 10 cents per page for the use of academic purposes.

COPYRIGHT POLICIES

Copyright is a constitutionally conceived property right which is designed to promote the creation and dissemination of original works of authorship. That purpose is implemented by giving a copyright owner certain exclusive right with respect to the owner's work, subject to certain limitations, in the mutual interest of the author, the owner, and the public. These rights include exclusive rights of reproduction, preparation of derivative works, distribution, and performance.

The staff at the Horizon University Library strongly believes that these rights are vital in maintaining a free flow of ideas in our society. For this reason, the library wishes to encourage the appropriate use of such material within the spirit and the letter of the United States Copyright Law and recent Legislative Acts.

POLICIES ON LIBRARY MATERIAL

1. Horizon University is required to protect the assets that are under its control and to ensure their availability to meet the University's objectives.
2. Library materials are purchased so that they may be used by library patrons in their learning, teaching and research activities that are part of the school's mission.
3. Library patrons are responsible for the materials that they borrow.

4. Loss of library materials borrowed by library patrons makes them unavailable for use by other library patrons. To continue to make them available may require that they be replaced. The nature of some of these items may make them extraordinarily expensive to replace.
5. A reasonable means for providing for replacement of borrowed materials lost by library patrons is to charge them for the costs associated with replacing those materials.
6. Charges to recover the costs of replacing library materials are a widely used practice in libraries.

ONLINE PUBLIC ACCESS CATALOG

The Horizon 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 “Library Service” menu under the “STUDENT SERVICES” menu on the Horizon University website. This will take you to the library webpage. Click on the “LIBRARY” menu on the university website. This will take you to the Library Online Catalog.

Choose LIBRARY on the Horizon University homepage (<http://www.huca.edu>). You may search books by author, title, or subject. Borrower ID and password are not required to search the library catalog of in-house materials. The Horizon University Library web page can be accessed outside the library as well.

The next screen is the basic search screen. Enter the word or search term you wish to search for. A **KEY-WORD** 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 details of each 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 details regarding the item. The author and title information is given, as are 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 on hold an item that is checked out 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 a library staff member for assistance.

THE CLASSIFICATION SYSTEM

The Horizon 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: oversized books are shelved in a separate area. Ask for assistance when looking for these books.

Reference and audiovisual materials are shelved separately from circulating books with a REF or other collection code above the call number. Each shelf in this area 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 precede 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	16.48	881.7
.R4	.K2	.T31	.T62	.Z21	.A43

GUIDE TO THE LIBRARY OF 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

G - 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 materia medica
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.

ONLINE RESOURCES

Free Online Resources (religion related)

Christian Classics Ethereal Library- includes:

- Ante-Nicene Fathers, Nicene and Post-Nicene Fathers:
<http://www.ccel.org/fathers2/>
- Works by many authors:
<http://www.ccel.org/index/author-all.html>

Early Christian Writings:

<http://www.earlychristianwritings.com>

Religion-online: [full text books & chapters]

<http://www.religion-online.org/>

Find Articles.com:[includes Christian Century, Commonweal, National Catholic Reporter, Ecumenical Review]

<http://www.findarticles.com>

ENCYCLOPEDIAS

The encyclopedia of World History:

<http://www.bartleby.com/67/>

World Wide Encyclopedia of Christianity:

<http://www.ccel.org/php/wwec.php>

The Ecole Initiative: Hypertext encyclopedia of Early Church History:

<http://www2.evansville.edu/ecoleweb>

Encyclopedia Mythica: [mythology]

<http://www.pantheon.org/>

Internet Encyclopedia of Philosophy:

<http://www.iep.utm.edu/>

DICTIONARIES AND GLOSSARIES

Postmodern Bible Dictionary:

<http://www.bible.gen.nz/dictionary.htm>

Dictionary of Theology:

<http://www.carm.org/dictionary.htm>

Biographical Dictionary:

<http://www.s9.com/biography>

TOOLS FOR STUDY OF THE BIBLE

All in One Biblical Resources Search:

<http://www.birmingham.ac.uk/index.aspx>

The New Testament Gateway:

<http://ntgateway.com/>

World Wide Study Bible:

<http://www.ccel.org/wwsb>

Resource Pages for Biblical Studies:

<http://www.torreys.org/bible/>

Bible Research: Reference Materials for Students of Scripture:

<http://www.bible-researcher.com/index.html>

The Unbound Bible:

<http://unbound.biola.edu>

Liddell-Scott-Jones Greek Lexicon, etc. from Perseus Project:

<http://www.perseus.tufts.edu/lexica.htm>

Lexicons-Brown, Driver, Briggs, Gesenius for OT, Thayer's for NT-from
bible.crosswalk.com:

<http://bible.crosswalk.com/lexicons/>

TOOLS FOR SERMON PREPARATION

Revised Common Lectionary site at Vanderbilt:

<http://divinity.library.vanderbilt.edu/lectionary>

Episcopal Lectionary:

<http://www.satucket.com/lectionary>

OTHER USEFUL SITES

World Fact Book: Countries of the World:

<http://www.theodora.com/wfb>

The Cyber Hymnal:

<http://www.cyberhymnal.org/>

Yale Divinity Library Research Guide for Christianity:

<http://www.library.yale.edu/div.xtiangde.htm>

Religious Studies Web Guide:

<http://www.acs.ucalgary.ca/~lipton>

Librarian's Index to the internet:

<http://lii.org/search/file/religion>

CIRCULATION SERVICES

CIRCULATION PERIOD

Students Circulation Period-books can be checked out for two weeks. Faculty are asked to return items as soon as possible once they have completed using them. Reference books and periodicals do not circulate. They are for 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 are 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 9:00 a.m. the following day), or as specified by instructor.

PERSONAL HOLD REQUESTS

Students, faculty, and staff may request that a circulation item be held for them if the item is 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.

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

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 processing fee.

COPIER

A Copier with enlarging and reduction features is located in the main school office. The cost is ten cents per page.

REFERENCE SERVICES

REFERENCE COLLECTION

Books in this area contain specific 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.

Using Reference Materials – What are reference materials?

Reference materials are books that can be used by themselves as a source of information without use of a second source of information. (Although a reference book may refer or lead to another source of information, this 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 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 helpful 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.

PERIODICAL COLLECTION

HU online library (via LIRN) provides students access to a variety of electronic periodicals, including professional and technical journals, newspapers, and popular magazines, which support the college's curricula and assignments. Faculty are encouraged to work with the library to develop assignments that will introduce students to the professional journals in their area of study. A list is also available in the library.

Periodicals are works which appear "periodically", such as newspapers, magazines ("popular"), and journals ("scholarly"). Such sources will provide more up-to-date information than books.

MULTIMEDIA SERVICES

There may be multi-media items available for use in the library, including 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. For items not in the catalog, please contact the library staff 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 are encouraged to reserve equipment at least two days in advance. Please ask your campus librarian for additional information.

SPECIAL LIBRARY SERVICES

INTERLIBRARY LOAN

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

Eligible Users

Interlibrary loan service is available to all current students, faculty, and staff. Guest borrowers and alumni should use the interlibrary loan service available at their local public library or the academic library at their place of study.

Borrowing Restrictions

The library determines borrowing restrictions by the type of materials or any other conditions to allow circulation. Most books, magazines and journal articles can be requested through interlibrary loan.

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.

Initiating Requests

Borrowers are expected to check the library catalog and periodical databases prior to initiating a request to make sure we do not already own or have access to the item. Submit an interlibrary loan form for each item requested. Give complete and accurate information. Turn in your form at the circulation desk. Student requests are limited to 5 items per month. The length of time needed to obtain materials varies. Most items can be obtained in about 10 days. There are times when materials arrive earlier and times when they take longer. Please plan accordingly.

Note: Faculty, staff, and students enrolled at other institutions of higher education are encouraged to explore the availability of collections and services at their place of study.

Notification & Use of Items

When your interlibrary loan arrives, we will call you. You can pick up your item at the circulation desk. The loan period and any restrictions are set by the lending library. The loan period is usually about 3 weeks. Photocopies of articles are yours to keep.

Interlibrary loan items must be returned to the circulation desk. Patrons are responsible for any damaged or lost materials. Abuse of interlibrary loan policies by any patron will result in suspension of all library privileges.

Renewals

Renewals may or may not be granted, depending on the policy of the lending library. Renewal requests must be made at least four working days before the due date.

Charges

In general, there is no charge. We make every effort to borrow from the libraries that do not charge; however, there are cases when this is not possible. In this case, we will notify you of any charges before we process your request. You are responsible for all costs incurred.

Library Catalog

The library catalog is available online and will allow you to search for and find many books.

Book Requests

You can request to have books sent from the library to one that is closer to your home by email or phone call to the library circulation desk. You will be charged for the postage or delivery fee.

Ask a Librarian

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

Library Card

Your student ID card is your library card to borrow materials from the library.

LIBRARY ORIENTATIONS / INFORMATION LITERACY INSTRUCTION

The university librarians offer orientation programs and information literacy instruction for classes and individuals upon 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 the instructional sessions. Faculty members are asked to give a written notice to the librarian at least one week before the date for instruction.

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 Horizon Librarian to make any necessary arrangements.

PURCHASE RECOMMENDATIONS

Faculty members are encouraged to recommend items to be added to the collections. All purchases made will be consistent with the college's collection development/management policies.

LIBRARY RESOURCE SHARING AGREEMENT

The Horizon University Library has a library resource sharing agreement with Evangelia University in Anaheim, California. Students can access the service by visiting the university or through the Evangelia University website.

The Horizon University Library has a library resource sharing agreement with Grace Mission University in Fullerton, California. Students can access the service by visiting the university or through the Grace Mission University website.

The Horizon University Library has a library resource sharing agreement with Heaven University in Garden Grove, California. Students can access the service by visiting the university or through the Haven University website.

It is the policy of Horizon 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.



Library and Information Resources Network

LIBRARY AND INFORMATION RESOURCES NETWORK (LIRN)

To access your subscription, go to the LIRN homepage at <https://www.lirn.net> and select the "Data- bases" 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>).

EBSCOhost Research Platform

EBSCOhost is an intuitive online research platform used by thousands of institutions and millions of users worldwide. With quality databases and search features, EBSCOhost helps researchers of all kinds find the information they need fast.

To access EBSCOhost subscriptions, go to the Haven University homepage at <https://www.haven.edu> and select the **EBSCO** button. Enter the User ID and the Password when prompted. Once you have logged in,

- Select “Choose Databases.”
- Select desired databases from the available database list.
- Search EBSCO databases using keywords from the EBSCOhost search page.
- View the full text.

Available EBSCO databases

1. *eBook Collection (EBSCOhost)*
Search and view the full text of eBooks.
2. *Academic Search Elite*
Academic institutions worldwide depend on this database as their core resource of scholarly information. *Academic Search Elite* contains full text for more than 2,100 journals, nearly 150 journals have PDF images dating back to 1985.
3. *eBook Business Collection (EBSCOhost)*
EBooks are selected for this collection to assist students and scholars with various business research, special project and entrepreneurial needs, and to help students understand general business concepts. The *eBook Business Collection* encompasses a variety of business topics, such as marketing, finance, supply chain management and entrepreneurship, with additional focus on career growth, personal development, communication and networking.
4. *eBook Religion Collection (EBSCOhost)*
The *eBook Religion Collection* provides titles ranging from introductory texts for undergraduate coursework to more complex and detailed works for advanced students and scholars in the Religion discipline. The eBooks included in the subscription cover diverse worldwide religions and explore popular areas of study such as the social, cultural, and historical impacts of religion.