



THE K.P. MEMORIAL LIBRARY HANDBOOK 2017-2018

This handbook is published annually and provides a summary of Library policies, procedures, and services for the academic year. Content for this Handbook was current as of March 10, 2017. While every effort has been made to ensure the accuracy of the information contained in this publication, the College reserves the right to make changes without prior notice.



THE K.P. MEMORIAL LIBRARY HANDBOOK

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HISTORY, VISION, MISSION

HISTORY

Virginia Bible College (VBC) is a small church-based bible college established by Grace Church in 2011. Dr. Derek Grier currently serves as the founding pastor of Grace Church and the church is currently one of the nation's fastest growing congregations in the US. It was founded in 1998 with only 12 people and has grown to several thousand and serves people throughout Northern Virginia, DC and Maryland.

Over 10 years ago, Dr. Grier had a vision to offer Christian-based education and leadership development to individuals who wanted to gain a deeper understanding of biblical truths and how to apply that understanding to their lives, as well as impact the world for Christ. In 2011, he took a leap of faith and established VBC.

The College has seen steady growth since its inception, which culminated in its first graduating class (both Master's and Bachelor's level) in the spring of 2013. As VBC evolved, many of its students, including veterans and federal workers, desired to receive federal aid to fund their matriculation there. Thus, a need for accreditation became apparent and VBC has embarked upon the accreditation process with a nationally recognized accrediting agency.

MOTTO

"Educating the Whole Person, Seeking the Whole Truth, to Impact the Whole World"

VISION

Virginia Bible College will be a premier Christian learning institute that intentionally develops the whole person for worldwide impact.

MISSION

Virginia Bible College exists to equip students with biblical truth, spiritual discipline, and practical knowledge to effectively serve and lead in the church and/or marketplace.



PHILOSOPHY, CORE VALUES, BELIEFS, & PRINCIPLES

Philosophy of Education

Virginia Bible College views the direct study of the Bible as the primary means to a successful life and ministry. In its entirety, the educational and practical experience of the College is designed to enable students to know the Word of God, to apply it to every aspect of life and to minister it effectively to the world.

The College is founded upon and shall forever be dedicated to the declaration and preservation of Biblical Christianity and academic excellence. The College is a Christian institution with the distinctive free reign of the Holy Spirit, which encourages the expression of the gifts and fruit of the Holy Spirit.

The College is committed to the historic Christian faith of the eternal Godhead: Father, Son, and the Holy Spirit who, through the new birth and indwelling of His Spirit is Lord of our lives now and forever. The College is resolved to assist students in their quest for knowledge of their personal relationship to God, to mankind and to the world in which we live. Dedicated to the realization of truth as it is totally embodied in Christ and the achievement of one's potential life capacity, the College seeks to graduate a "whole" person: a whole person seeking the whole truth to impact the whole world.

To accomplish these purposes, the College endeavors to offer a systematic, spiritual, scholarly study of an array of biblical subjects to contribute to spiritual maturity, effective leadership, deeper worship, and a career in church ministry. Further, the College seeks to facilitate leadership in the local church, employment, and/or entrepreneurship. Our combination of instruction in profound biblical and theological issues, as well as leadership preparation for ministry and Christian living provides a holistic educational experience that will equip students for Christian service.

Core Values/Commitments

Consistent with our Vision, Mission, and Philosophy of Education, Virginia Bible College is:

- Committed to whole-person education
- Committed to declaration and preservation of biblical Christianity
- Committed to academic and institutional excellence
- Committed to a biblical foundation
- Committed to a spiritual foundation
- Committed to a practical foundation
- Committed to develop students for ministry and servant-leadership



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Doctrinal Beliefs

Virginia Bible College is a direct extension of Grace Church and thus, adopts all of its beliefs. In order to qualify for any position at Virginia Bible College (i.e., Board member, faculty, administration, staff, volunteers, etc.), individuals must whole-heartedly acknowledge and live by the following core beliefs:

- *The Holy Bible:* The Holy Bible is the Word of God – originally given by God, divinely inspired, infallible, entirely trustworthy, and the only supreme authority in all matters of faith and conduct. (II Timothy 3:16).
- *One true God:* The one true God externally exists, manifest in three persons: Father, Son, and Holy Spirit. (Mark 12:29, Matthew 28:19, Deuteronomy 6:4).
- *The Lord Jesus Christ:* Jesus Christ- God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His bodily resurrection, His ascension, His mediatory work and His personal return in power and glory. (John 1:14, Luke 1:26-38, Hebrews 4:15, John 2:11, Luke 24:39, John 1:29, Acts 1:9-11).
- *Redemption:* The fall of man and his need for Redemption. (Genesis 1:26-31, 3:1-7, Romans 3:23-24).
- *Salvation:* The Salvation of the lost and sinful man, apart from works, through faith in the blood of Jesus Christ. (Titus 3:5-7, Romans 3:28).
- *Baptism:* Baptism in water by immersion. (Matthew 28:19, Colossians 2:12).
- *The Holy Spirit:* The fullness of the Holy Spirit and perpetuity of spiritual gifts. (Luke 24:49, Acts 2:4, Acts 10:44-46, Hebrews 13:8, I Corinthians 12:7-11).
- *The Lord's Supper:* We believe in the participation in the Lord's Supper through receiving the communion elements and all they represent. (Luke 22:19, I Corinthians 11:23-26).
- *Lifestyle & Worship:* Right living, giving, and loving others are a vital part of worship. (Hebrews 12:14, Proverbs 3:9, Malachi 3:8-10, Luke 6:38, Hebrews 7:8, Matthew 22:36-40; 23:23).
- *The Resurrection:* The Resurrection of both the saved and the lost. The saved unto the resurrection of life, and the lost unto the resurrection of damnation. (Luke 16:19-31, Mark 16:16, Revelation 20:11-15).
- *Sexual Purity:* Sex is sacred and designed to both distinguish and strengthen the marriage bond. God's will, as revealed in Holy Scripture, is between one man and one woman and celibacy in all other relationships. Nonetheless, Grace Church loves and invites all who participate in any form of immorality, sexual or otherwise, to attend our church services. However, in an effort to preserve Christian integrity, until the fruit of true grace is demonstrated in the individual's personal beliefs and sexual life, such are NOT eligible for either ordination to the Gospel ministry, to serve in elective or appointed ministries, or employment with Grace Church or any of its affiliate organizations. (Hebrews 13:4, Matthew 19:5, Romans 5:8, John 6:37, Titus 2:11-12, 2 Timothy 2:19).



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Guiding Principles

Virginia Bible College is guided by values and principles that are biblically-based, consistent with our mission statement, and can be summed up by the word ***“INTEGRITY.”***

I – Innovation: We value creativity and we pursue innovative ideas to meet academic needs and expectations.

N – Nobility: We seek to operate in uprightness of character and moral standing. We humble ourselves before God and submit to His direction and Word.

T – Trustworthiness: We value and demonstrate openness and honesty, as well as institutional and individual accountability. We speak and act truthfully, without hidden agendas. We admit to our mistakes, avoid silence when it may mislead, and honor our commitments.

E – Excellence: We aspire to operate in a spirit of excellence. We value continuous advancement and growth and value collaboration, cooperation, teamwork, innovation, and critical thinking in our continuous efforts to improve.

G – God-fearing: We value individuals who have a healthy fear or reverence for the Almighty God. It is our desire to bring glory to the name of the Lord through our communications and behaviors.

R – Respect: We treat others fairly and with dignity. We value and honor each other in our diversity.

I – Influence: We long to have influence for Jesus Christ and to use high energy and inspiration to motivate others to success, through laughter, love, kindness, celebration, and joy in our learning and work—encouraging all to take their learning and work seriously and themselves lightly.

T – Tenacity: As an organization, we steadfastly stand on and are governed by the Word of God. We will do the right thing, regardless of the difficulty or consequences. We value endurance and view failure as a prerequisite to success.

Y – Yielding: We believe in productivity and aspire to yield good fruit in everything we do for God.



LIBRARY INTRODUCTION

The K.P Memorial Library (K.P.) is named after Karen Prewitt, a founding member of the Virginia Bible College and of Grace Church. The K.P Library allows access to the collection for its patrons and at the same time exercise judicious control over materials. The library is in its growing stages, but available resources, policies, and procedures are provided in this handbook. contains both physical and electronic resources for students, faculty, and community use.

LIBRARY VISION

The K.P Memorial Library will be the hub of the Virginia Bible College learning community and central to the intellectual and creative lives of the people we serve.

LIBRARY MISSION

The K.P. Memorial Library provides the Virginia Bible College community with comprehensive resources and quality services in a welcoming, comfortable environment to stimulate excellence and continued growth of the whole person.

Hours

| | |
|---------------------------|-------------------|
| Monday-Friday..... | 10:00 AM-3:00 PM |
| Tuesday and Thursday..... | 6:00 PM -10:00 PM |
| Saturday-Sunday..... | CLOSED |

Available by appointment also

Locations

Commerce Center: We have a newly built library housed at the Grace Church Commerce Center (directly across the street from the main campus). The library will soon have a computer lab!

Ambassador Center: There is a small collection of books in the administrative office on the main campus.

Contact Information

Library Director/Librarian
Donna McDonald
Dmcdonald.vbc@gracechurchva.org

Library: vbc@gracechurchva.org;
(703) 445-1299



STATEMENT OF ACADEMIC FREEDOM

Libraries have a long history of defending freedom of expression. In this regard, the K.P. Memorial Library subscribes to this philosophy as it has been set forth in the American Library Association's Bill of Rights. * In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial. Freedom of information and of creative expression is a cornerstone belief of the VBC College and K.P. Library.

The Virginia Bible College Library does not endorse all the ideas expressed in resources accessible in the collection and does not promote bias in the form of censorship. Library staff teach library research skills to individuals and groups and allows the students to reach their own conclusions through free inquiry. In this way, the K.P. Library encourages students to broaden their perspective of the issues addressed in our curriculum and the universe.

The K.P. Library respects the privacy of library users. Policies are in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services

*Adopted by: ALA in 1948, amended in 1961 and 1980 and reaffirmed in 1996



LIBRARY CODE OF CONDUCT

Cell Phones: all users must silence their cell phones while in the library. Limited cell phone conversations are permitted, however extended conversations should be taken outside.

Food or Drinks: are allowed in the library and computer lab, however drinks must be covered.

Proper Attire: Footwear must be worn at all times for health and safety reasons. Attire must conform to Christian standards of decency.

Quiet Study Atmosphere: Any noise or activity that disturbs the concentration of others is considered inappropriate.

Unattended Personal Items: The library is not responsible and assumes no liability for any lost, stolen or damaged personal items left unattended in the library. Any personal items remaining in the library after closing hours, this includes computers, all electronic devices and books, will be taken to lost and found.

Personal Computers: Personal computers are allowed although the library provides a limited number of computers for public use and research. These computers are installed with the powerful LOGOS Bible software and library research engine intended for research and study purposes. Wireless Internet access is available to those students who have a registered account. Power outlets are conveniently located at various locations throughout the library.

Unaccepted and Illegal Behavior: Any behavior that unsettles or disturbs the operation of the library or anyone's ability to study or use the resources in the library is not tolerated. Anyone who creates a disturbance, poses a safety threat, or refuses to abide by the library policies may be asked to leave by the library staff. Anyone who fails or refuses to comply with requests made by a library staff will have the library privileges revoked, and will be reported to campus security and college administration.

Computer Lab: -all code of conduct rules for the Library apply to the Computer Lab.



CIRCULATION POLICIES

Available materials and the policies which govern the use of each are as follows:

- All library materials must be checked out using a valid VBC ID. Without a valid ID, you may not check out, place holds or renew items. Using someone else's ID is not permitted. All physical materials must be checked out by a library attendant, including materials retrieved by Faculty and Staff.
- Reference items such as dictionaries, encyclopedias, atlases, yearbooks, and almanacs are limited to use in the library only.
- Five (5) books may be checked out at one time. VBC doctoral students may check-out up to ten (10) books. VBC faculty and staff have no limit, but are expected not to take unfair advantage of this.
- Books and media are loaned for three weeks to students, staff, and alumni. Doctoral students have a loan period of three months. If an item's due date falls on a day the library is closed, the due date will be changed to the next available day.
- Items may be renewed twice for an additional loan period. After which the item should be returned to the shelf. If additional copies of the title are available, those may be checked out. Items on hold for another patron cannot be renewed.
- Students and Faculty may place resources on hold through Populi, then retrieve them from the library or administrative office. This is preferable to expedite checkout. Due to limited resources, items on hold will be released after seven (7) days.

Overdue Items

- All patrons are responsible for returning items by their return date and for resolving any outstanding fines, fees, or charges with the library.
- Library accounts with overdue items and fees will result in the suspension of borrowing privileges until resolved.

Fines

- The fine for any overdue book is \$0.25 a day per book. The maximum fine accrued is \$10 for each book. \$.50 per media item per day and the maximum fine is \$20 per item.
- Fines apply to all patrons.



Lost, Damaged and Unreturned Items

- Items overdue for 40 days will be considered lost. Replacement charges will be applied.
- All lost items must be replaced either by an exact copy or by the actual replacement cost. In addition, there is a \$5.00 processing fee.
- For all lost items, your library account will be charged according to the actual current-day replacement cost for each item plus any accumulated fees.

Example of charges: Lost item—C.S. Lewis, *Mere Christianity*, the replacement cost is \$10.00, overdue fines is \$10.00 and \$5 processing fee, total charge is \$25.00. Norman Geisler *Systematic Theology, Vol. 1*, the replacement charge is \$25.00 overdue fines is \$2.00, \$5.00 processing fee, total charge is \$32.00.

- If an item is returned within 3 months after its due date, the replacement charge will be credited back to your account. (if a media item is returned in good condition) However, the accumulated fines will remain and must be paid, up to a maximum of \$20.00.
- For damaged item, the library staff will evaluate the degree of damage and if an item should be replaced. If the item is damaged beyond repair and unsuitable for circulation, the borrower will be responsible for any replacement costs. The maximum cost to replace any damaged item is \$10.00.
- Library accounts with unreturned book items will result in the suspension of borrowing privileges until resolved.
- All library accounts must be resolved two weeks before the end of the semester.
- All unresolved accounts at the end of the semester will be placed in record with the Administration Office at Virginia Bible College and must be resolved prior to the school issuing a degree or transcripts.



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Course Reserves

Faculty members can place course reserve items, books, articles and other materials on reserve for students to read for a course. These materials are shelved at the course reserved shelves in the library and may be checked out depending on the requirement of the course.

Library Web Page

The Library provides access to its resources via the library webpage. The library webpage is an important access point to general information about the library as well as the collections, services and instruction available through the library. The Library web page link is located on the VBC main web page.

The library catalog is searchable through Populi. To access the catalog, click the “myVBC” button, then click the “Library” tab. To access databases and other resources, click the “Links” tab located at the top of the catalog page. Assistance in searching the catalog or in locating an item on the shelves is always available from the library and technology staff. Some available databases are listed below:

- EBSCO Database – Religion and Philosophy collection
- American Doctoral Dissertations
- RIM (Research In Ministry)
- HighWire
- FindArticles
- Worldcat

Worldcat is an excellent site to use when searching for an item when one does not know which library has it. WorldCat searches thousands of libraries around the world and sorts the search results by proximity to your location. With this information, one can then contact the library to find out its policies regarding usage and borrowing of its physical and digital resources.

Interlibrary Loan Service

Interlibrary loan (ILL) is a means of borrowing books or obtaining photocopies of periodical articles from other libraries when the K.P. Library does not own the title. Currently, the K.P. Library does not offer this service. We have placed this service as a high priority service for our community and we expect to have it available before the end of this school year.

However, the Prince William Public Library offers ILL service to its patrons for \$3.00 for filled request. Please see page 16 for eligibility requirements for a library card.



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Distant Patron Service

- A. The library staff will scan and email up to 20 pages of an available non-circulating print item, up to 15 pages or up to 10% of one chapter (whichever is less) of an available circulation print item to VBC students, faculty, and staff if the patron lives at least 45 minutes away from VBC.
- B. The patron must allow the library staff 24 hours from the time of the request, not including weekends and days closed, to fulfill the request.

Reference Services

Reference and research assistance is available to all library users by phone, email, and in person. Due to the small staff size of the library, appointments are recommended for extended reference sessions.



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LIBRARY CLASSIFICATION SYSTEM

The K.P. Memorial Library uses the Library of Congress classification system like most college and research libraries. This classification system determines how books are organized on the shelf and categorizes them according to predetermined subject headings.

A General Works

AE Encyclopedias
AY Yearbooks & Almanacs

B Philosophy/Psychology/Religion

B-BD Philosophy BF
Psychology BL-BX
Religion

C: History: Related Fields

CC Archaeology
CT Biography

D History (except N & S. American) E

American History

F Local History & Non US

History of North & South America

G Geography/Anthropology/Recreation

G-GF Geography
GN Anthropology GV
Recreation

H Social Sciences

HA Statistics
HB-HJ Economics, Business, & Finance HM-
HX Sociology

J Political Science

JK United States
JX International Law

K Law

KFO Ohio Law

L Education M

Music

N Fine Arts

P Languages and Literature

PA Classical Languages & Literature PE
English Language
PN Literary History & Film

PQ Romance Languages Literature PR
English Literature
PS American Literature

Q Science

QA Mathematics & Computers QB
Astronomy
QC Physics QD
Chemistry QE
Geology
QH Natural History & General Biology QK
Botany
QL Zoology
QR Microbiology

R Medicine

RM Pharmacology
RS Pharmacy
RT Nursing

S Agriculture

T Technology

TA Civil Engineering
TJ Mechanical Engineering TK
Electrical Engineering TP
Chemical Engineering

U Military Science V

Naval Science

Z Bibliographies and Library Science



FACILITIES POLICY

Conference Room and Lab

- A. The Student Success Center and Computer lab is located in the Commerce Center and is adjacent to the library. The room is available to the following groups:
 - 1. Student groups, meetings for academic or tutorial purposes
 - 2. Auxiliary classroom for small group
 - 3. Exams
 - 4. Other purposes as approved by the library.
- B. Wireless Internet access is available throughout the facilities. Power outlets are conveniently located at various locations throughout the library. Computers with Internet access are available in the computer lab. Recreational gaming and surfing are not permitted.
- C. Food and beverages are permitted, but all trash must be removed from the room after the study time. All drinks must be covered for the protection of materials and equipment.
- D. Students may also use available classrooms or meeting space at the main campus for individual or group study time.

Printing, Copying and Scanning

A printer/copier/scanner is available for general use. You may print to the library printer from any public access computer in the lab. The library adheres to all applicable U.S. copyright and intellectual property rights laws. Users are responsible for complying with these laws.



COLLECTION DEVELOPMENT: SELECTION

The K.P. Memorial Library provides resources that support the educational and instructional needs of the Virginia Bible College and its students, faculty, and staff. We also serve other authorized users to include alumni, community clergy and guests.

This library collection development policy is designed to:

1. Provide foundation and criteria for building the current collection,
 2. Provide continuity regardless of staffing changes in library or administrative positions,
 3. Promote standards and guidelines consistent with the Library's and VBC's stated mission.
- Priority is given to selecting materials that support the academic, professional, and pre-professional curriculum of the VBC college, particularly as they reflect the needs of classroom instruction and student preparation for classes. Attention is given to collection development of recreational and popular materials only when funding allows.
 - Biblical studies, theology, and the various practical disciplines that are by products of these classes are the primary and central subject areas of the library collection.
 - The library generally does not provide permanent research collections for faculty except in those subjects corresponding to the majors offered by the college. For all other disciplines faculty are encouraged to seek research materials through ILL or at nearby academic institutions.
 - The Library Director select library materials at the recommendation of faculty members and, by special request, students. This selection process takes place each semester, with allotments and deadlines for ordering set by the Library.
 - The library intentionally does not duplicate most materials held by the Public Library; however, duplicate items may be acquired if the Library Director consider these to be indispensable resources or because of high demand.
 - The library generally does not purchase textbooks unless a title represents the best source of information in that field. In that case only one copy shall be purchased.
 - The library obtains information resources in formats that are deemed the most appropriate, useful, and cost-effective. Reference works, in particular, are purchased in electronic format, in preference to or to supplement equivalent print works. The Library Director will make the decisions regarding these purchases.
 - The library subscribes to various electronic databases. The librarians will review the title list annually to assess the databases' usage by and value to the VBC community. This data will be used to help determine renewals and cancellations.



CHALLENGED OR QUESTIONED MATERIALS

Objective/Purpose. The K.P. Library shall provide materials that may present divergent philosophies and points of view in addition to VBC and Christian world view.

Ownership/access of any work should not be interpreted as an endorsement but should be viewed as an opportunity for the student to experience a wide range of knowledge in all disciplines and conduct primary research at the graduate level.

All current students, faculty or staff members challenging the worth of a resource will be asked to put in writing their views.

(See Statement of Academic Freedom, p.3).

Tasks and Workflow. In the case of a current student, faculty or staff member challenging the worth of a material:

- He will be asked to put in writing his view.
- The Director of Library Services will reply in writing.
- If questions continue, the Director of Library Services may choose to request a review of the item by the academic department chair in which the material may be most relevant.
- If the matter is still not resolved to the satisfaction of the complainant, the matter can be submitted in writing to the Academic Dean for final evaluation.



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Library Materials: A Challenged/Questioned Resource

Author: _____

Book/Periodical/Resource

Title/Ref. Number: _____

Publisher: _____ Date of Publication/Issue: _____

Request initiated by: _____

Phone: _____ Email: _____

Please answer any of the following questions, which are applicable to this situation (attach a separate sheet of paper if necessary):

1. To what specifically in the material do you object and why? (Please be detailed)

2. Did you read/view the material in its entirety? If not, what parts did you read?

3. What do you feel might be the result of reading/viewing this material?

4. Is there anything of value about this material in its entirety?

5. List a title or titles that would be a preferred replacement source.

Signature of Complainant: _____ Date: _____

Signature of Library Director: _____ Date: _____

Signature of Academic Chair (*if needed*): _____ Date: _____



LIBRARY PARTNERSHIP

Wesley Theological Seminary Library: Virginia Bible College has a partnership with Wesley Theological Seminary Library and actively enrolled students will be able to access reference services and have full Special Researcher borrowing privileges, which includes borrowing privileges for circulating books and media, and on-campus access to e-resources. The library is located at 4500 Massachusetts Ave NW, Washington, DC 20016. Students will need their VBC ID card to gain access.

Prince William County Public Libraries: Although no formal agreement exists between the K.P. Library and any public library, students are encouraged to obtain a public library card or membership. This will give them free access to the public library's physical and digital resources.

If you live in Prince William County or cities of Manassas or Manassas Park you are eligible for a free library card from Prince William Public Library. This Library System also has a reciprocal agreement with the following Public Libraries.

Virginia: Fairfax County, Arlington County, Loudoun County, City of Falls Church, City of Alexandria, Central Rappahannock Regional Library, and Fauquier County Public Library.

Maryland: Montgomery County, Prince George's County, Frederick County and Charles County

Washington DC: D.C. Public Library

If you qualify for a library card at any of these jurisdictions, you are eligible for a free Prince William library card to borrow books, periodicals, DVDs, compact discs (CDs), eBooks and use of their Interlibrary Loan service.

The following are the Prince William public library locations near VBC campus:

Dumfries Neighborhood Library; 18115 Triangle Shopping Plaza, Dumfries, VA (0.6 mi.); 703-792-5678

Montclair Community Library; 5049 Waterway Dr. Dumfries, VA (4.8 mi); 703-792- 8740

Potomac Community Library; 2201 Opitz Blvd, Woodbridge, VA (7.0 mi); 703-792- 8330

Dale City Neighborhood Library; 4249 Dale Blvd, Dale City, VA (8.9 mi); 703-792-5670

Chinn Park Regional Library; 13083 Chinn Park Dr. Woodbridge, VA 22192 (11.4 mi); 703-792-6100

Worldcat is an excellent site to use when searching for an item when one does not know what library would have it. WorldCat searches thousands of libraries around the world and sorts the search results by proximity to your location. With this information, one can then contact the library to find out its policies regarding usage and borrowing of its physical and digital resources. This link is also on Populi.

Since our resources are limited, we must make every effort to see that they are equally available to all. We appreciate your cooperation in helping us to achieve this goal. Let us know how we may serve you!