

Patrick Henry College Library User Guide 2024-25



Founders Hall, Lower Level
www.phc.edu/library
library@phc.edu
540-441-8400

Welcome to the Patrick Henry College Library!

The Patrick Henry College Library provides an ever-expanding selection of resources and services to support your academic endeavors at PHC. On campus, you will find approximately 40,000 books, journals, newspapers, magazines, CDs, DVDs, and musical scores in print. You will also find welcoming study spaces and knowledgeable library staff.

The library website is the place to start. In our catalog you will find descriptions of all of our physical resources plus access to hundreds of thousands of eBooks and tens of thousands of journals and newspapers ready to read whenever and wherever you need them.

You may want to start your research at one of the course-specific *Research Guides* linked from the library home page. These guides will take you directly to the online and on-campus resources that your professor has selected for the course. By using a *Research Guide*, you can have confidence that the information is authoritative and current, a confidence not available from a general internet search.

When you are ready to start your first research paper, our website called *Experiencing Collegiate Research* will walk you through each step, prompt you to take action, and produce a paper template for you. I highly recommend this resource.

Library staff are available to answer your questions by email at askalibrarian@phc.edu, by phone at 540-441-8400, and in the library. Online video tutorials provide quick answers to the most commonly asked questions and are available from the *Ask a Librarian* link on the library's home page.

With all of the information available, we would like to warmly welcome you to the resources and services available on campus and online in the Patrick Henry College Library.

Mrs. Sara Pensgard
Director of the Library

THE MISSION OF PATRICK HENRY COLLEGE

The Mission of Patrick Henry College is to prepare Christian men and women who will lead our nation and shape our culture with timeless biblical values and fidelity to the spirit of the American founding. Educating students according to a classical liberal arts curriculum, and training them with apprenticeship methodology, the College provides academically excellent baccalaureate level higher education with a biblical worldview.

THE MISSION OF PATRICK HENRY COLLEGE LIBRARY

For the glory of God and in support of the mission of Patrick Henry College, the mission of Patrick Henry College Library is to provide quality information services, resources, and facilities to the campus learning community within the framework of the college's classical liberal arts curriculum.

RESOURCES

Print and Online Collection

The library's complete collection of resources is searchable in the online library catalog. As you become familiar with searching the catalog, you can limit your searches more specifically by type of source, dates, etc., through the menu on the left of the screen.

The video tutorial, *Using the Catalog*, linked from the library's *Ask a Librarian* webpage, provides tips for finding what you need in the catalog.

Journal articles may be read online, downloaded, emailed, or printed. eBooks can be read online or downloaded for a check out period specific to the book. To download, follow the prompts to create a free account.

Reserve Collection

The Reserve Collection is a temporary selection of items reserved for students by faculty request. These items are usually either required or supplementary readings for current classes. To see what books are on reserve for your course, check course reserves online, linked from the

library home page. Each reserve item has a limited check out period ranging from 2 hours to 1 week. Most are 2-hour check outs, in library use only. When checking out reserve items, please make sure you are aware of the due date or time and any special instructions.

In order to ensure that all students have access to reserve items, an overdue fine of \$1 per hour may be charged for reserve items returned late.

CIRCULATION SERVICES

PHC students, faculty, alumni, staff, and HSLDA staff have access to all library resources and services without charge.

PHC students and faculty may check out an unlimited number of items. PHC alumni, PHC staff, and HSLDA staff, may check out 5 items at any time. Library staff may extend the number and length of time at their discretion.

The circulation period for library items varies. The following are the most common circulation periods:

Books

- Students may check out books for 3 weeks.
- Faculty may check out books for 8 weeks.
- Alumni, PHC and HSLDA staff, may check out books for 3 weeks.
- Items may be renewed up to three times, unless requested by another patron.

Reference Works and Periodicals

- Reference works may only be used in the library.
- Periodical issues may only be used in the library.

Audio CDs and DVDs

- Students, faculty, alumni, and staff may check out items for 7 days. Items may be renewed twice for 7 days each.

Reserve Items

- Check out periods vary from 2 hours to 1 week depending on the instructions of the faculty. Please confirm due date and time at check out.
- Only PHC students and faculty may check out reserve items.

Checking Your Library Account

You can check your library account from the online catalog. Select *Sign in* and then *My account* links. When prompted, enter your PHC ID number and name. You can renew books online prior to their being overdue. In your account, you can also check due dates, requests, and any library charges.

Fines and Fees

Currently, the PHC Library does not charge overdue fines for items from the PHC collection. However, we request that you renew or return items promptly out of respect for others who may be waiting. If the privilege is abused, the library reserves the right to charge a fine and/or suspend a user's account.

When an item is more than 7 days overdue, it is considered lost and a temporary \$40 charge is placed on the account. The fine is removed when the item is returned.

Items not returned or renewed within 60 days of their due date may be considered lost and replacement charges of the cost of the item and a \$5 processing fee will be placed on the user's account. Irreplaceable items are charged at \$50 plus the \$5 processing fee.

Items kept past the end of semester due date without librarian approval may incur a \$1 per day fine per item up to \$5.

Reserve items not returned on time may incur a \$1 per hour fine.

Interlibrary loan items have a 7-day grace period after the initial due date. On the 8th day, fines will accrue at \$0.50 per day. You can use the grace period to request a renewal by emailing the PHC Library.

Any fines or fees that are not paid promptly may be placed on the

student's account with the college. Unpaid fines or unreturned items can result in the student's inability to register for the next semester's classes or transcripts being held. Users with chronic late items or unpaid fines may have their library account suspended.

All graduating seniors must return all items and clear their library accounts of any charges prior to receiving their diplomas.

Library staff can make mistakes. If you believe a mistake has been made or would like to appeal a fine or fee, we are happy to review your account. Please email library@phc.edu or contact any of the full-time library staff.

Hold Requests

PHC students and faculty may place a hold request on library items that are currently checked out. When a hold request is placed, the item may not be renewed by the current borrower. To place a hold request, select *Place hold* from the item's catalog page. When the item is returned, the requesting patron will receive an email.

Hold requests may not be made for an item that is on the shelf in the library. Simply come by and pick it up.

Recalled Items

Checked out items may be recalled from patrons if an item is required for a special purpose such as placement on a course reserve. Recalled items must be returned to the library immediately.

Controversial Materials

In an effort to support academic research and encourage critical thinking within a scholarly environment, the PHC Library seeks to provide a wide variety of resources from varying perspectives.

It should not be assumed that all library materials reflect the views of the college. If you have questions or concerns about items in the collection, the Director of the Library will be happy to discuss them with you.

INTERLIBRARY LOAN SERVICES

If you are unable to find a needed resource in our online or campus collection, you can request the item from another library through Interlibrary Loan (ILL). PHC Library users have access to hundreds of thousands of items in thousands of libraries within our lending library network. Books, audio/visual items, and journal articles are available through ILL.

Timely access to requested ILL items is not guaranteed, as it may take time to locate a library with an available copy. For certain rare materials, an ILL copy may not be available. Please allow at least 7-10 days of response time for ILL requests. You will be notified by email when a requested item is available for pick-up. You will also be notified if the item cannot be obtained within our lending network.

Requesting Books

If you wish to check for additional resources in other libraries, select *Libraries worldwide* from the *Refine your search* menu on the left side of the catalog screen. When you locate an item that you would like to request, select *Request item through Interlibrary Loan*. You will be asked for your information and the maximum cost that you are willing to pay. The library pays for charges up to \$10. Enter that amount when requested.

PHC alumni and HSLDA staff may place ILL requests using the *Interlibrary Loan Book Request Form* linked from *Interlibrary Loan 101* webpage.

Requesting Journal Articles

To request a journal article not available through the PHC catalog, use the *Interlibrary Loan Periodical Request Form* linked from the *Interlibrary Loan 101* webpage.

ILL Charges

In most cases, there are no charges for an ILL request. However, you will be asked to indicate on the ILL request form how much you are willing to pay for the requested item. If fees are charged, the PHC Library pays for the first \$10. If borrowing charges are more than \$10, you will be notified before the item is borrowed and asked if you

are willing to pay the additional amount. You may accept or decline. Due to the nature of the ILL process, textbooks, required readings, and leisure items may not be requested by interlibrary loan.

ILL Renewals

The use and renewal of borrowed ILL items is subject to the policies of the lending library. Renewals should be requested at least 3 days before the due date to allow the lending library time to respond to the request. Renewals may be requested through your online account or by emailing *library@phc.edu*. Renewals are at the discretion of the lending library. You will be notified by email if the renewal is approved or if the item needs to be returned by the original due date.

INFORMATION LITERACY SERVICES

Knowledgeable and helpful research library staff are available to support your academic endeavors. Evaluating potential resources for authoritativeness is growing more challenging every year. Mrs. Pensgard, the college librarian, can help you locate scholarly resources, evaluate sources for authority and accuracy, cite resources correctly within your project, or determine if you have complied with intellectual property law. Appointments are recommended for extended research sessions, such as thesis or directed research and writing projects. Connect with her in the library, by phone, or through email at *askalibrarian@phc.edu*.

Learning to Conduct Collegiate Research

Experiencing Collegiate Research, linked from the library home page, is an interactive tool that can take you through the entire research and writing process. By answering each of the prompts and performing all of the research tasks, you will get a good start on your research paper, complete with a paper template.

Video Tutorials

Quick online video tutorials are available at *Ask a Librarian*, linked from the library home page. They address frequently asked questions, such as saving searches, making online lists and notes, using the citation generator, and so much more.

Research Guides

Subject specific *Research Guides* are linked from the library home page.

These guides point you to the scholarly print, electronic, and internet resources that your professors have approved for research. The guides also suggest additional search terms in the subject area, tips on an effective research strategy, and links to citation style information.

SERVICES FOR DISTANCE LEARNERS

The library provides resources and services to distance learning students. You can begin with an email to askalibrarian@phc.edu for a personal research consultation or you can search the extensive online collection in the library catalog.

When searching the online catalog, select *eBooks* or *Articles* from the home page or once in the catalog, from the menu on the left of the screen. The library will also mail items from our on-campus collection to you, if needed. For expert tips on searching the catalog, check out the video tutorials at *Ask a Librarian*, linked from the library home page.

Research Guides linked from the library home page provide you access to a growing list of faculty-recommended and approved sources specific to your course.

The college librarian is available to assist distance learners in finding, selecting, evaluating potential resources, broadening or narrowing a topic, and using another person's work ethically and legally.

The college librarian is available between the hours of 8:30 am to 5:30 pm (Eastern) on Monday-Friday. All library staff can be reached by email at askalibrarian@phc.edu or by phone at 540-441-8400. If a full-time staff member is unavailable, we will return your communication as soon as possible.

SERVICES FOR USERS WITH DISABILITIES

The PHC Library is committed to providing reasonable and appropriate access for users with disabilities. If you have either permanent or temporary disabilities, accommodations can be designed to meet your research needs. To begin the process, document your need for disability accommodations with the Office of Academic

Affairs and then inform the Director of the Library. Once informed, the library will develop with you a specific set of accommodations to meet your needs. The accommodation list below, though not exhaustive, represents possible options.

Retrieval and Circulation of Physical Materials

Users with disabilities may be granted permission to request that library staff retrieve materials in our physical collection. Library staff will retrieve the requested materials daily. Requests can be placed by contacting a library staff member.

If appropriate, users with disabilities may register an aide as a proxy borrower. The aide is allowed to check out materials on the user's behalf. The user remains responsible for all checked-out materials.

Exceptions to the general circulation policies may be granted for students who require more time with materials in order to convert them into accessible formats. Users will be considered individually for circulation exceptions.

Online Resources

Many of the library's online resources are developed and maintained by outside vendors, which may cause accessibility to vary between products. If you need help accessing online resources, library staff will happily help.

Equipment

The library has accessible study tables and computer stations. All of our computers have screen magnification software and text-to-speech capable PDF readers. The library staff will be happy to assist users with our printers, copiers, scanners, and fax machines.

FACILITIES

Internet Access

Wireless Internet access is available throughout the library.

Public Computers

Computers with Internet access and DVD players are available in the library. Recreational gaming and surfing are not permitted. Users accessing the Internet must abide by the *College's Appropriate Use Policies*.

Printing, Copying, Scanning, and Faxing

A printer/copier/scanner/fax is available for general use. You may print to the library printer from anywhere on campus. Campus-wide policies apply for student copying, faxing, and printing. Copies are \$0.10 for black and white and \$0.20 for color. There are no charges for scanning.

The library adheres to all applicable U.S. copyright and intellectual property rights laws. Users are responsible for complying with these laws.

Library Conference Room

The Library Conference Room is available for meetings or group study and is equipped with a large monitor, conference table, and whiteboard. Students may reserve the conference room for specific, unique meetings but not for individual study or work. For these activities, the room is available on a first-come, first-served basis.

Equipment

The library has a projector and headphones available for check out at the circulation desk. A microprint reader and a microfiche/microfilm reader/printer are also available in the library.

Etiquette

Reasonable food and drinks are allowed. Talking on a cell phone is prohibited. PHC students enjoy relaxed dress code in the library at all hours.

CONTACTS

Patrick Henry College Library

10 Patrick Henry Circle

Purcellville, VA 20132

Phone: 540-441-8400

Email: library@phc.edu and askalibrarian@phc.edu

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HOURS

Fall & Spring Semesters

Monday – Thursday 8:30 AM – 11:00 PM

Friday 8:30 AM – 5:30 PM

Saturday 10:00 AM – 6:00 PM

Sunday Closed

Semester Breaks & Summer

Monday – Friday 8:30 AM – 5:00 PM

Saturday and Sunday Closed

Holiday, snow days, reading days, and exam week hours may vary.

Please check email announcements for up-to-date information.