Student Guide to the Library

Wesley Harmon Library
Caribbean Nazarene College
Sam Boucaud Road
Cantaro, Upper Santa Cruz
Trinidad and Tobago

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Welcome!

The Staff of the Wesley Harmon Library hope to assist you in making your studies at the Caribbean Nazarene College a rewarding experience.

Semester Opening and Closing Hours:

**Monday to Thursday** 8:00am to 9:45pm  
**Friday** 8:00am to 9:00pm  
**Saturday** 8:00am to 4:00pm  
**Sundays and Public Holidays** Closed

During module and non-semester periods, hours are set by the Librarian and the Dean of Academic Affairs. Please check notices, Alexandria bulletins and Facebook for hours of operation.

Library contact information:

**Telephone:** 676-8714 extension 235, 245

**Email:** cnclibrary@tstt.net.tt, cnclibrary1@gmail.com

**Facebook:** https://www.facebook.com/WesleyHarmonLibrary

**Catalog:** https://cnc.goalexandria.com
Circulation Procedures

Library Collections

Open Shelf: open access
- **The Main Collection**: 14-day loan.
- **The West Indian Collection**: 14-day loan.
- **The Reference Collection**: not for loan (NFL), library use only.
- **The Serials/Periodical collection**: magazines, journals, etc. Not for loan (NFL), library use only.

Closed shelf: located in library office behind circulation desk, restricted access. Students need to ask library assistant for access.
- **The Reserve Collection**: text books and materials designated by lecturers. Some are NFL, 3-day and 7-day loans. Loan period is identified by coloured dots on the book spine.
- **The Thesis Collection**: undergraduate theses and graduate practicum portfolios. NFL, no photocopies of these materials permitted.
- **The CD/ audiovisual collection**: music CDs, DVDs, VHS and cassette tapes. Library use only.

Dot colour code

Red: library use only

Pink/orange/yellow: 3-day loan.

Green: 7-day loan.
How to find materials

The Caribbean Nazarene College Library uses the Library of Congress classification system (see Appendix). Each library item has a unique call number, a combination of letters and numbers, which indicates where it is placed on the shelves, e.g. BF636 .P764.

To find any material in the library you should consult the online catalogue, Alexandria, which is accessed via the website https://cnc.goaleandria.com. Click on the library site that you wish to check.

You will then see the following screen:

If you just wish to see if a book is in, click on Scout. You will then see the following screen:
Enter the title, author or subject that you wish to locate in the Scout search box and hit the enter key. A list of catalogued materials will appear on the screen.

Each item lists title, call number and status (In - on shelf, Out - not available/borrowed). Items from the West Indian collection have a W.I. prefix, e.g. W.I. BF636 .P345. Items from the Reference collection have a REF prefix. Music CDs have a MSD prefix. Other audiovisual items have an AV prefix. Take note of the call number, and the item location.

At the Centre libraries, all resources except student theses are in the same room. Please ask the Centre Coordinator for access to theses. At the Wesley Harmon library, student theses and other reserve items (textbooks, CDs/DVDs) are located behind the circulation desk.
If you are not sure of the item’s location, you may check Researcher in Alexandria. Log on to https://cnc.goalexandria.com and after selecting the library site, click on Researcher, then log in using your username (library account number i.e. the barcode behind your student ID) and password (your surname).

When you have logged in, you should see the following screen:

Enter the item in the Researcher search box and then click search. Items related to your search should appear on screen:
Click on ‘Show copy information’ to see the item’s location. You should then see the following:

If the location is blank, Reference or Main then the item is located in the open area of the Wesley Harmon Library. If the item’s location is Reserve, then it is located in a restricted collection (reserve, thesis, audiovisual) and you will have to ask the library assistant for access to it. You must present your student ID to the library assistant for access.
To get items located in open access areas, make a note of the item call number from the catalogue entry. Locate the shelf that contains the call number range the item falls into and browse the shelf for the item. Items are shelved in alphabetic and decimal order, as shown below:

- LB1051 .A245
- LB1051 .A25
- LB1051 .A256 1938
- LB1051 .A3

If you experience difficulty in locating the material you are looking for, please do not hesitate to consult any member of the library staff. If the item you want is on loan to someone else, you may request that it be held for you on its return to the library, either in person or by logging in to Researcher in Alexandria. Students will be notified of the item’s return by email. If the item is not borrowed by the student who placed it on hold within 24 hours, it will be returned to the shelf or given to the next person on the hold list.

**How to borrow materials**

Students must fill out a library registration form to receive their library registration numbers. Only after forms are returned will students be able to borrow materials. Registration forms are available from the library assistants. Students take the items to be borrowed to the circulation desk and present their CNC student IDs. The library assistant on duty will issue the books to you after stamping the due date and desensitizing the materials. Borrowing ends fifteen (15) minutes before closing time. Students must also present CNC student ID to use restricted materials from the reserve, thesis or CD collections. A student is responsible for all materials borrowed on his/her account. No loans will be made to registered students without their ID cards with the exception of new students who have not yet been issued IDs. A student may not borrow items for another student. A student will not be allowed to borrow materials if there are unpaid fines on their account.

Undergraduate students are allowed to borrow ten (10) items. Graduate students are allowed fifteen (15) items. Loan periods are normally 14 days unless the item is from the reserve collection, which may be 7 day, 3 day or overnight loans. General loans may be renewed if the items are not from placed on hold by another student. **Items from the reserve collection may**
not be renewed. Late fines must be paid before items can be renewed. Items may be recalled from students after they have had materials for 7 days.

How to return materials

When the Wesley Harmon library is open, all borrowed books should be returned to the circulation desk by the date stamped. If the library assistant is away from the desk, items may be deposited in the book drop box at the circulation desk. When the library is closed, items may be deposited in the book drop box outside, located at the top of the staircase leading to the back entrance of the library. Loans from Centre collections should be returned to the Centre Coordinator.

Overdue fines, lost materials and other penalties

Late book returns are given a late fine of a $1 per day per item from the general collection. Reserve items have higher late fines; 7-day loans are $2 per day, 3-day loans are $5 per day, overnight loans are $5 per hour after 9am. If a borrower loses a book, he or she is responsible for paying the replacement cost plus processing cost ($50). If books are not returned to the library after two (2) semesters, the items will be considered lost and must be replaced by the individual who borrowed them. Books on reserve are considered lost if not returned after 14 days. Students who return library materials in a poor condition (warped, mildewed, pages missing, pages defaced or damaged) will be fined $50 and/or asked to pay for a replacement.

Students found removing reference or other materials from the library without permission from library staff will be charged a $50 fine and/or denied library privileges for a period of time not less than a month. Students who have failed to return library materials, pay for lost materials and/or pay outstanding fines are considered in poor standing with the library and will not be allowed to borrow books or be eligible to graduate until library clearance is obtained and passed to the Registrar. Library infractions fall under Academic Disciplinary Policy as outlined in the CNC Student Handbook. Appeals to penalties instituted by the Librarian should be directed to the Dean of Academic Affairs.
Other Library Resources and Services

CNC Online Library

CNC has access to electronic journals and ebooks from databases provided by EBSCOHost. To access these databases, go back to https://cnc.goalexandria.com and after selecting the library site, click and log in to Researcher. Click on the Databases icon on the Explore section:

Another window will open, showing the EBSCOHost log in window.

Enter your 5 digit patron ID (0 then your library account number e.g. 04200) to gain access.
CNC Online and Distance Course Resources

Student who register for online courses can access online resources from Nazarene Bible College, which are located at the website http://online.cnc.edu.

Students log on using a CNC username and password issued by the Department of Online and Distance Learning. Only students who are registered for online courses in the current semester are eligible. Please contact the Director at cnc_creativeaccess@hotmail.com for usernames and passwords.
Photocopying and Printing services

*COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.*

- Photocopies $0.25 per side
- Black and white prints $0.50 per side
- Black and white prints (pictures):
  - ½ page $1.50
  - Full page $3.00
- Colour prints:
  - ½ page $3.00
  - Full page $6.00
- Scan and save $1.50 per side

The Caribbean Nazarene College respects the intellectual property rights of others and we ask the users of our facility to do the same. The Wesley Harmon Library may in appropriate circumstances and at its discretion, disable and/or terminate the accounts of users whose actions may be in violation of the copyright laws of Trinidad and Tobago. Only 10% of any material may be copied for personal use.

Computer Usage

Computers are available for document processing and internet access. Academic work takes priority over personal use (Facebook, IM or chat, games, etc.). During periods of high demand computer use is restricted to two hours, after which users may be asked by library staff to end their session for other waiting students. You are expected to save your work to personal storage media or email and not on the computer units. Library and IT staff may delete any information stored on the computers that is not relevant to their purposes. Please save/backup your work before leaving a computer unit as a precaution.
Usernames and passwords for internet access on personal laptops and devices are available from the IT Director. Please contact the Director at itdcnc@gmail.com.

**Multimedia Equipment loans**

VHS/DVD players, laptops and projectors are only loaned to CNC faculty or staff members. Students must ask their lecturers to borrow these items for class presentations.

**Lost and Found**

Articles found in the library are to be handed in at the circulation desk. Please ask the library assistant for help in locating any lost items. Lost items not claimed will be disposed of at the end of the semester. Lost items may also be located at the STUCO office or the Receptionist office.

**Non-student use**

Alumni, pastors and other Christian workers may use the library and borrow a limited number of books after consultation with the librarian.

Other persons who are not CNC students or staff may be permitted to access the library for a $5 fee per visit. They are not allowed to borrow materials. They may use the computers only if there are no students in need of a computer. Computer usage is $5.00 per hour.

**Other Academic Library Use**

The Wesley Harmon Library is presently not in any inter-library loan arrangements with other institutions. Students who wish to use the School of Education Library at UWI for research must ask for a letter from the CNC librarian and pay $50 to the UWI library as well as have a valid CNC student ID. Students who wish to use other libraries for research purposes must keep in mind that they may still be refused access by those institutions even after permission is obtained.
Library Protocol

General Regulations

All large bags should be placed on the shelf located near the circulation desk of the Wesley Harmon Library. No bags should go beyond the circulation desk unless permitted by the Library staff on duty.

Food or drink may not be brought into the library or consumed there at any time. The library and computer stations should be kept tidy at all times. Please refrain from leaving paper and other materials lying on the floor and tables.

Quiet shall be observed in the library at all times. No loud talking will be tolerated. Cell phones are not to be used in the library. Library users are expected to put their cell phones on silent and take calls outside. Anyone found not respecting this rule may be fined $5.00 per instance and/or denied library privileges for a period of time.

After using library materials please leave them on a table or return to the library assistant at the circulation desk. Do not re-shelve materials.

If security alarm goes off while student is exiting, student must return to circulation desk to allow library assistant to check library materials in student’s possession.

The library closes during Chapel and other special services. Students will be asked to vacate the library in order to attend same.

Dress Code

Students are expected to conform to the dress code as outlined in the CNC Student Handbook. Main considerations:

- No sleeveless tops, tops with spaghetti straps or halter tops.
- No pants or skirts shorter than four inches above the knee.
- No large holes or cutouts.

Students may be asked to leave the library if not dressed appropriately.
Appendix

Library of Congress Classification System

A  General Works
B  Philosophy, Psychology, and Religion
C  Auxiliary Sciences of History
D  General and Old World History
E-F  History of the Americas
G  Geography, Anthropology, and Recreation
H  Social Sciences
J  Political Science
K  Law
L  Education
M  Music
N  Fine Arts
P  Language and Literature
Q  Science
R  Medicine
S  Agriculture
T  Technology
U  Military Science
V  Naval Science
Z  Bibliography, Library Science, and General Information Resources