

# LIBRARY

# HANDBOOK

YOUR ESSENTIAL GUIDE TO THE  
LIBRARY AND RESOURCE  
OFFERINGS OF THE  
BAPTIST THEOLOGICAL COLLEGE  
OF SOUTHERN AFRICA



BTC Library and Resources  
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# **Library Information**

## **Mission Statement**

The C. M. Doke Library provides a wide array of learning resources to the students and faculty of the Baptist Theological College of Southern Africa. We are committed to ensuring that students have access to a wide variety of information in various formats to utilize in their theological studies and preparation for ministry. Through their use of the library resources offered to them, we desire to see students grow in their ability to discover, locate, and make use of information that will be valuable components of their research both academically and personally.

## **General Overview**

The C. M. Doke Library is named in honour of Rev. Clement Martyn Doke who is remembered as both a great missionary and linguist in Southern Africa. A large collection of his works and personal library is housed in our facility.

The Library is located on our main College campus in Randburg, and is available to be used by both resident and distance students. In order to serve distance students more effectively, the Library makes a large collection of digital books and periodicals available online.

## **Library Hours**

The Library is open throughout the year, closing only in the December holidays. The operating hours of the Library are:

Monday and Tuesday:	08:00 – 16:00
Wednesday:	08:00 – 18:00 (on request)
Thursday:	08:00 – 16:00
Friday:	08:00 – 15:00

## **The Library Team**

The Library is pleased to have a skilled and dedicated team who is always willing to serve the students of the College.

**Ms. Elize Fourie** has served as the College Librarian since 2008. She earned her librarianship degree in 1984 and her honours two years later at the University of the Free State. After working in different sections of the Bloemfontein Public Library for 15 years, she moved to Johannesburg to serve at the Baptist Theological College. Elize graduated with her Diploma in Theology in 2014, and is currently completing her Degree in Theology at BTC. She is passionate about assisting students as they gather the research material that they need when doing assignments.

**Michael du Toit** is a Library Assistant with a passion for Christian resources. Michael has served in the Library since 2013, and is focused on providing access to a variety of resources in both physical and digital formats to resident and distance students. He is currently studying toward a Degree in Theology at BTC.

**Rodalle Govender** is an assistant in the Library back office, and a great help in the cataloguing of books and periodicals, and preparing resources to go out onto the shelves. She is currently studying toward a Degree in Theology at BTC.

## **Contact Information**

The Library Team will gladly assist you with any information that you need pertaining to resources and research. Please contact the relevant Department or person as follows:

General enquiries and information: [resources@btc.co.za](mailto:resources@btc.co.za)

Full-time resident students: [elize@btc.co.za](mailto:elize@btc.co.za)

Distance students and online resources: [resources@btc.co.za](mailto:resources@btc.co.za)

All telephonic enquiries can be made on 011 886 0421 where they will be directed to the relevant person.

# **Library Resources**

The C. M. Doke Library provides a wide variety of resource collections. Each of these collections will be briefly described and accompanied by any other important information pertaining to the specific collection.

## **Circulating Collection**

Our Library houses a large collection of books which may be borrowed by our registered Library users. This collection includes over 12 000 titles, all of which are indexed on our online Library catalogue, and arranged on shelves according to the Library classification system. The Library classification system is largely based on the Dewey decimal classification system. The number of books that a user may borrow is based on the user's borrowing privilege status.

## **Reference Collection**

This collection consists of a large number of classic reference works, such as dictionaries, encyclopaedias, commentary sets, and biblical language aids. Reference materials are also organized according to the Library classification system, however, these works may not be borrowed or leave the Library premises.

## **Periodical Collection**

Our periodical collection is made up of scholarly journals, as well as topical magazines. These materials do not circulate, and may not be borrowed by students. Articles from these publications are indexed on our online Library catalogue. The periodical issues are arranged according to the publication title, and may be found on the back shelves in the Reference Section of the Library.

## **Theses**

Also found in the Reference Section of the Library is the Theses Section which contains a collection of over 200 Masters and PhD theses, many of which were written by past BTC students.

## **Electronic Resources**

The Library provides access to a growing variety of electronic resources, including digital editions of books and journals. These resources can be accessed in two ways, either through one of our online resource databases, or via the student portal shared resource folders. Please refer to Appendix B for more detailed information.

## **Multimedia Collection**

A new addition made its way into the Library in 2015 – the multimedia collection. Included in this collection is an ever increasing number of DVD resources which aim to help youth pastors, small group leaders, and others involved in ministry. This collection also has a number of audio resources which can be valuable in terms of ministry and personal growth.

## **Special Collections**

The C. M. Doke Library houses a great collection of books from the personal library of Rev. C. M. Doke. These books are predominantly about missions in South Africa during the late nineteenth and early twentieth centuries. Also, there are a number of books written by C. M. Doke about the Zulu language and various African people groups in Central and Southern Africa.

Another treasure that can be found on the BTC campus is the archives of the Baptist Union. This is situated in the basement of the student block. The archives contain one of the largest collections of Baptist history in Southern Africa. Access to the archives is given by appointment only. Appointments can be made by sending an email to [resources@btc.co.za](mailto:resources@btc.co.za).

# **Library Services**

## **Information Services**

The Library is home to a dedicated team who is always willing to assist students in locating the resources that they require in doing an assignment. However, the Library team aims to equip each Library user with the basic knowledge and skill base needed to make use of the Library on their own, as this is an essential component to researching and the pursuit of any tertiary education.

Students are welcome to approach the Library desk when they have enquiries. Enquiries can also be made via phone or email. Resident students should email [elize@btc.co.za](mailto:elize@btc.co.za) for assistance, while distance students can email [resources@btc.co.za](mailto:resources@btc.co.za).

## **Borrowing and Access Privileges**

Library access is given to all BTC students; however, the Library reserves the right to revoke Library privileges if a student violates any of the Library rules or regulations.

Resident students may make use of the C. M. Doke Library, borrow circulation books, and access online resources free of charge. Distance students may also make use of the C. M. Doke Library and access online resources free of charge; however, in order to gain borrowing privileges, they need to pay a Library user fee of R500.00 per annum.

All Library users are required to register for Library access by completing the designated Library user registration form. A new form with updated information needs to be completed each year.

Borrowing privileges require students to present their student cards to be scanned when wanting to borrow books from the circulating collection. No books will be given to students if they fail to comply with this regulation.

## **Borrowing Privileges and Terms**

All registered Library users have access to the resources in the C. M. Doke Library; however, depending on their borrower status, the borrowing of books and other resources may be restricted.

The following table details item allowances and loan periods according to the borrower group.

Borrower Group	Maximum Items Allowed	Loan Period: Books	Loan Period: Multimedia	Maximum Renewal Period	Access to Online Resources
BTC Faculty	12	21 days	14 days	14 days	Yes
PhD Students	12	14 days	14 days	14 days	Yes
Masters Students	12	14 days	14 days	7 days	Yes
4 <sup>th</sup> Year Students	10	7 days	14 days	7 days	Yes
3 <sup>rd</sup> Year Students	8	7 days	14 days	7 days	Yes
2 <sup>nd</sup> Year Students	8	7 days	7 days	7 days	Yes
1 <sup>st</sup> Year Students	6	7 days	7 days	7 days	Yes

## **Circulation and Reserve Services**

### **Borrowing Items**

Once a student is a registered Library user, they are granted borrowing privileges as indicated in the table above. A valid barcoded student card needs to be presented before any books may be borrowed from the Library.

When a user borrows items from the Library, the date sheet of the item will be stamped with the date that the item is due back. If the user wishes to extend the loan period of the item, they may request an extension on the item loaned. The extension will be granted provided that the extension will not exceed the user's maximum renewal period, and that there is not a hold placed on the item.



## **Renewing Library Materials**

If a user would like to renew Library items, they need to either do so at the Library desk, or send an email to [library@btc.co.za](mailto:library@btc.co.za). On the email the user is to clearly state their student number and the number of items that they wish to renew.

## **Placing Holds**

If library materials are currently in circulation and are needed by other Library users, a hold request may be placed on the item by sending an email to [library@btc.co.za](mailto:library@btc.co.za). The Library staff will then contact the person who currently has the book checked out and ensure that the item is returned soon. Once the item is returned back to the Library, the requesting user will receive an email notification that the book is available for collection.

## **Returning Items**

Books and other resources borrowed from the Library can be returned back to the Library desk during operating hours. If a user wishes to return books after hours, they are required to deposit the books into the designated slot near the Library entrance. It is vital that Library items that are being returned are done so following the correct procedure, thus minimizing the risk of the item not being properly marked back and taken off as owing from the borrower's name.

## **Lost or Damaged Items**

If an item that a borrower has taken out is lost or damaged, the following procedure is to be followed:

1. Report the lost or damaged item to the Library desk immediately. Alternatively, report to [library@btc.co.za](mailto:library@btc.co.za).
2. Fill in a lost or damaged item report, detailing the circumstances under which this happened, the full name of the items, and the date on which the incident occurred.
3. The Library will then issue you with an invoice for the item so that it can be replaced. This invoice will include the cost price of the item, as well as a mandatory R50.00 cataloguing fee per item.
4. The borrower is to pay the full sum of the invoice within 30 days of receiving it, failing which, their borrower privileges will be suspended.

## **Overdue Borrowed Items**

It is essential that Library users comply with the borrowing policies as set out in this handbook. This allows for fair use and distribution of the resources that we have available in the Library. If a borrower fails to return their item by its due date, they will be charged a fine.

The C. M. Doke Library fine system is as follows:

- If a standard circulating book is overdue, the fine is R1.00 per book per day overdue.
- If multimedia resources are overdue, the fine is R5.00 per item per day overdue.
- Fines are payable upon the return of the books to the Library.
- Overdue books returned to the after-hours book deposit will result in an email fine notification being issued to the user.
- Once a user has accumulated more than R50.00 in unpaid fines on their Library account, their borrowing privileges will be suspended until the full fine amount has been paid.

## **Computer Access**

There are eight public access computers available in the Library. Users may use the computers to access the Library online catalogue, electronic resources, email, Office 365 student portal, and the internet. In addition to these things, users may also use the computers for assignments. Library computers are not to be used for the downloading of music, series, or any other matters that are not directly linked to their BTC studies.

## **Copying and Scanning Facility**

There is a photocopier machine in the Library. This machine can also scan documents. Users may use this machine by purchasing a prepaid card at the Library desk. Unfortunately, due to time constraints, the Library staff are unable to assist students with each copy that they need to make.

## **The Online Catalogue**

The online catalogue that the Library makes available to its users is a tool of great value. Each circulating book, physical periodical article, reference work, and multimedia resource that the C. M. Doke Library has is catalogued and indexed on this online platform. The Library catalogue can be accessed via [www.btc.co.za](http://www.btc.co.za) and clicking on the Library tab. The catalogue works as a typical search engine, using search fields such as title, author, and key word. A thorough overview of how the online catalogue works is given at the beginning of each semester.

## **Library General Rules and Other Information**

- There is to be no eating or drinking inside the Library at all.
- Reference material and periodicals are never to be removed off of the Library premises. If a student is found to do so, their Library access privileges will be suspended.
- Conversation in the Library is to be kept to a reasonable limit and volume. Group work activities should be done in the reference area and not around the computers or in the circulating collection room.
- Mobile devices are to be switched to silent.
- Music may be listened to only with headphones, and the volume should be kept to a reasonable level.
- The College offers free wireless internet to students, however, this internet connection is under no circumstances to be used for the downloading of music, movies, series, or any illegal content of any nature.
- Bags are not allowed inside of the Library. They are to be left at the Library entrance where there is a designated area for them.

## **Appendix A**

### **A Basic Outline of the C. M. Doke Library Classification System**

- 200 Religion General
- 210 Bible General
- 211 Old Testament
- 220 New Testament
- 230 Systematic Theology
- 231 Revelation and Scripture
- 232 God
- 233 Man
- 234 Christ
- 235 Spiritual Beings
- 236 Salvation
- 237 Holy Spirit
- 238 Church
- 239 Eschatology
- 240 Church History
- 250 Denominations
- 260 Missions
- 270 Philosophy
- 272 Apologetics
- 274 Psychology
- 277 Ethics
- 281 Preaching
- 283 Pastoral
- 285 Church Life
- 286 Worship
- 288 Youth Ministry
- 289 Evangelism
- 297 Personal Religion
- 299 Biography
- 320 Sociology
- 900 History
- 960 African History

## **Appendix B**

### **An Overview of Electronic Resources Available to BTC Students and Faculty**

Starting in 2015, the Library offers three major platforms where electronic resources can be accessed – ATLA Religion Database (via EBSCO Host), JStor, and BTC Resources via OneDrive. Each of these platforms requires an active internet connection and different access methods. Their access methods shall be dealt with below.

#### **ATLA Religion Database with ATLA Serials (via EBSCO Host)**

Recognized as one of the premier resource databases, the ATLA Religion Database with ATLA Serials provides students with a great abundance of articles and reviews which could prove to be extremely helpful in their research of various assignment topics. This database is compiled by the American Theological Library Association (ATLA) and it contains over 1.8 million records from almost 1800 journal titles, which can easily be searched and filtered using the EBSCO Host platform. Articles can be read online or saved into PDF format for offline reading. This database can be accessed on or off of the BTC main campus, with access being granted to both resident and distance students.

To access the ATLA Religion Database with ATLA Serials:

- Go to [search.ebscohost.com](http://search.ebscohost.com)
- Enter the BTC username and password
- Create your free personal account and folder and start searching

Please contact [resource@btc.co.za](mailto:resource@btc.co.za) for any assistance with this.

#### **JStor Online Database**

The JStor Online Database works in a similar way to the ATLA Religion Database as discussed above. JStor offers hundreds of journals with thousands of articles which can be read online or saved into PDF format. JStor requires IP authentication and can only be accessed on the BTC main campus.

To access the JStor Online Database:

- Connect to BTC Student Wi-Fi and go to [www.jstor.org](http://www.jstor.org)
- You will automatically be logged in and can start searching

## **BTC Resource Collection via Office 365 Portal**

This collection of electronic resources contains both current and classic books and periodicals which have proved themselves to be the go-to place for many students when doing assignments. Arranged generally to the Library Classification System, students have access to a wide variety of PDF documents which are the culminating fruit of thousands of hours spent trawling the internet for great resources, relevant not only to BTC assignments, but also as practical tools for ministry.

To access the BTC Resource Collection via OneDrive:

- Login to the student portal by going to [login.microsoftonline.com](https://login.microsoftonline.com)
- Click on the OneDrive tab at the top of the screen
- Select the BTC eLibrary folder and start browsing