

GENERAL STATEMENT

The APNTS library has been in continuous development since the beginning of the seminary in 1983. It is a theological library therefore the collection essentially comprises materials in the area of religion. However, other fields are represented as well. The library is strong in areas related to Wesleyan studies.

Books that were donated to the Metro Manila Retreat Center became the nucleus of the library collection of the APNTS. With the coming of Dr. E. Le Bron Fairbanks in 1984, the need for a larger collection was recognized, so, from Emerald Isle Books, he ordered many thousands of volumes valued highly for their antiquity. The first collections that arrived contained 7,000 volumes to be processed. This included a broad range of subjects, but concentrated in the areas of the Church of England and the Church of Scotland. The second collection, which arrived a year later, included 4,000 volumes and had a greater concentration of works in Methodism, especially the works of John Wesley.

In the following years, 1985, to the present, several people have contributed significant collections in different areas. Some examples of these are: Dr. Donald Owens, Asian Studies; Dr. E. LeBron Fairbanks, Christian Education and Pastoral Ministry; Dr. Harvey Finley, Archaeology and Hebrew Language; Dr. William McCumber, General Works; and Dr. Willard Taylor, Bible and Theology. Some faculty members and several students have also donated volumes from their personal collections. Through a yearly budget from the Nazarene Headquarters in Kansas City, professors are able to order additional volumes pertinent to their area of expertise.

In June 2009, the Library transferred to the 3rd floor of the Nielson Center for Evangelism and Education (NCEE) and now called Fox Library and Resource Center.

Through the years, many people have had an important part in the development of the collection. National staff, Work and Witness teams and missionaries, both teams and missionaries, both paid and volunteer, have worked diligently to provide this vital service to the students. The library depends heavily on student staff for the general work and for keeping the library open.

Erlinda Marcos served as Librarian from 1983 to 1984. Millie Gibson served as Cataloguer from 1983 to 1992. Anelia Bugaay joined the library staff in 1984, became Acting Librarian in 1992, and served as Librarian from 1997 to 2005. M. Robert Fraser served as Librarian from 1988 to 1992. Stephanie Brank Leupp served the library in several capacities from 1990 to 2000. Melody Haynes was Library Consultant 2005-06. Ruth Salangsang has directed the Library since 2006.

The library exists to provide the essential materials and information that support the mission of APNTS, which, "as a graduate school in Wesleyan tradition, prepares men and women for Christ-like leadership and excellence in ministries". It is our hope that the students and other users will receive maximum use and benefit from the library so they may be well equipped to disseminate the gospel of Jesus Christ through Asia, the Pacific and the world, which is the vision of APNTS.

The library uses the Library of Congress (LC) Classification System. The library subscribes to EBSCOHOST's ATLA Religion Database with ATLASerials and Religion and Philosophy Collection.

The Librarian

All users of the FLRC are expected to abide by library policies and regulations. Failure to do so may adversely affect an individual's library privileges.

LIBRARY HOURS

Regular Semester and Summer Classes

Monday, Tuesday, Thursday, Friday.....	8:00 am - 9:30 pm
Wednesday and Saturday	8:00 am - 5:00 pm
Sundays and Some Holidays.....	CLOSED

During Semester and Summer Breaks

Monday to Friday	8:00 am – 5:00 pm
Saturday and Sunday.....	CLOSED

Visitors Schedule

Tuesday – Thursday.....	1:00 pm until close
Monday, Friday	8:00 am – 9:30 pm
Wednesday and Saturday.....	8:00 am – 5:00 pm

The Library is also closed during chapel services.

LANGUAGE

Because of the international composition of the patrons, ENGLISH should be spoken in all transactions.

QUALIFIED USERS

- ☞ Currently enrolled students faculty and staff of APNTS may use the library.
- ☞ Alumni may use the library upon presentation of alumni ID.
- ☞ Staff of WMC, PFO and APRC may use the library upon the presentation of a valid organization's ID.
- ☞ Pastors of the Church of the Nazarene may use the library upon the presentation of either District or Local Ministers ID.
- ☞ Students of Asia Graduate School of Theology (AGST) Programs may use the library upon the presentation of a valid AGST ID.
- ☞ Students of member schools of AGST consortium may use the library upon presentation of valid school ID. The members of AGST consortium are: Asia Theological Seminary, Alliances Graduate School, International Graduate School of Leadership, Asia Pacific Theological Seminary, Biblical Seminary of the Philippines, Asian Seminary of Christian Ministries and Presbyterian Theological Seminary.
- ☞ Private researchers and graduate students from other schools may use the library upon presentation of:
 - a. a valid office or school ID

- b. a referral letter from the church (Pastor), office (Supervisor or Head) or School (Head librarian) and this is good for one (1) month (please use the organization's letterhead) and
- c. payment of a library fee.
 - ☞ Php 50.00/day for college and graduate students of other schools & pastors & members of other churches.
 - ☞ Php 25.00/day for Nazarene members
 - ☞ Php 10.00/day for students of Lay Leadership Institute (LLI), PNC and VNBC

LIBRARY MEMBERSHIP

Library membership is open to all Pastors and Christian Educators upon submission of the following requirements:

- a. Districts superintendent's or Bishop's endorsement for pastors, Academic Dean or Supervisor for Christian educators.
- b. Photocopy of 2 valid ID or Minister's ID
- c. 2 copy of 2x2 ID picture

Membership Fee

- | | |
|-------------------------|-------------|
| a. Quarterly (3 months) | P 500.00 |
| b. Bi-annual (6 months) | P 750.00 |
| c. Annual (12 months) | P 1,500.00 |
| d. Lifetime | P 10,000.00 |

Privileges

1. Library members are entitled to use the library on the scheduled Visitor's time.
2. Library members may borrow five (5) library materials at a time for two (2) weeks for regular semester and one (1) week for summer upon presentation of Library membership ID if they deposit P500/book or audio-visual materials, 98% is refundable. Issued receipt must be presented when applying for refund.

Procedure

1. Fill-up the Library Membership application form.
2. Submit the form together with the requirements.
3. The librarian will evaluate the documents first and will approve the application.
4. Upon approval of the application, pay the membership fee plus P150.00 for the ID.

Loan Policy and Privileges

1. Currently enrolled students and APNTS staff may borrow ten (10) circulation books for a period of two (2) weeks for regular semester and one (1) week for summer (this also includes the Reserved books, but reserved books have a shorter loan period). These are renewable thrice – **on the due date** – if the books have not been requested by another borrower or patron. A book can be renewed for the second time if no other patron has reserved for it and for the third time, the material should be returned first and have it stay

at the library for 3 days to give other patrons, who might need it, the chance to borrow the book. If no one has borrowed the said material, then it can be checked out again.

2. Part-time faculty members may borrow ten (10) books and full-time faculty may borrow twenty (20) books for a period of one (1) month. These are renewable twice – **on the due date**. Faculty may also borrow serials (except current issues) and reference books and thesis for one (1) week. Said materials are renewable only once – on the due date.
3. Patrons may borrow two (2) audio-visual materials for two (2) days. If patron will use it for class, they should fill up a request signed by their professor. If for personal use, they will be charged a fee of P10.00/material except for VHS & cassette tapes.
4. For CRC materials (complete curriculum, poster, pictures, etc), patron may borrow the materials for a period of two (2) weeks.
5. Non-students have **Library-Room-Use** privileges only.
6. Alumni and Library members may borrow five (5) books at a time for two (2) weeks for regular semester and one (1) week for summer, two (2) audio-visual materials for two (2) days if they deposit P500/library material, 98% is refundable. Issued receipt must be presented when applying for refund.
7. For students from the 7 seminary members of AGST consortium, if they are interested to borrow materials from FLRC, their librarian must contact the FLRC librarian and must be the one to borrow the materials that their student will use for a period of two (2) weeks to one (1) semester, if they will put it as library reserve book.
8. Patrons must present their validated APNTS ID upon borrowing and renewing library materials. Library materials must be presented at the circulation counter upon renewal.
9. Patrons are requested to check if the materials being borrowed are complete and no pages are missing in it. In case of defect or damage in the book, this should be brought to the notice of the librarian or library staff.
10. Patrons are not allowed to check out library materials for others, except for husbands and wives if both of them are enrolled.
11. When a book has been borrowed and it needs to be on reserve, the library has the right to call on the return of the said book. If the patron has been notified and not returned the book within 36 hours, the patron will be fined (see the fine for reserved books).
12. New processed library materials shall be displayed in the New Processed Material shelf. Library materials on display shall be borrowed only after one (1) month. However, advance booking for the materials are entertained.
13. Reserved materials are kept behind the circulation/service desk. The checkout period is shorter than the books on circulation. The professors determines the loan period of reserved books. Only those who are enrolled in the specific course are entitled to borrow books on reserve.
14. Reference materials, bound and unbound periodicals, and theses are not to be checked out, except by faculty (see loan policy & privileges no 2.). These materials may be used in the computer laboratory but the patron should leave their validated ID in the library service area. Another reminder, only abstracts of theses can be photocopied.
15. Maps, Slides, CD/Cassette players may be borrowed for APNTS classroom use only.
16. For the musical instruments, the accordion may be used in the APNTS related activities and the digital piano (with headphone) is for in-house use only.

17. Microfilms may only be used in the library.

Microfilm Reader Policy

The microfilm reader is a gift given in memory of Dr. M. Robert Fraser's mother. Utmost care for this machine is highly encouraged. The guidelines for the use of the machine are the following:

- a. A library staff person will show patrons how to use the reader: patrons should ask for assistance.
- b. Please be very careful when handling microfilm. Do not touch the film, handle only the edges.
- c. This microfilm reader is primarily for research use.
- d. No more than two persons may use the machine at one time.
- e. The microfilm readers will be closed 30 min. before closing time.

18. Patrons should check out library materials when they are about to leave the library.

19. Patrons should not bring checked out library materials to use in the library if they are not going to return it yet. If patron wants to use the checked out library materials inside the library, they should return them first and borrow it again when they are about to leave.

20. During power/system failure the circulation counter services will be suspended.

Fines

I. Circulation, CRC and Audio-Visual Materials

P 10.00 ----- per day (exclusive of Sundays and Holidays)

II. Reserved Materials

P5.00 ----- for the first hour (or portion thereof)

P10.00 ----- for each additional hour

P150.00 ----- One full day inclusive of Sundays and Holidays

It is costly to keep reserved materials pass their due time!

III. Notices

Overdue notices will be sent through students' APNTS email, text message or Facebook message.

IV. Payment

Patrons get 50% percent discount when they pay fines right after they return their overdue books.

Lost Materials

The patron is responsible for all materials signed out in his/her name. The charge for lost material will be assessed as follows:

1. Replacement cost of the book or any other material, including shipping (if any).
 2. Processing fee (minimum of P100.00).
 3. For books, if it is out of print, and for the CRC and Audio-visual materials, if not available in the market, the cost of the book will be based on the latest auction value or at least P500.00 if no value can be determined, plus the processing fee and the fine.
 4. Overdue fine will be charged up to the date the patron reports the lost material to the librarian, or one month, whichever is less.
 5. Replacement funds are non-refundable once the book has been ordered.
 6. If the lost book is found and the replacement book has not been ordered yet, a fine of Php10.00/day is computed from the due date until the date of return, but not to exceed the current cost of the book.
 7. Unpaid fines, unreplaced lost books will result in non-issuance of books/library materials.
- V. Credit limit up to P150.00 is allowed for every student for fines of returning library materials late. If not paid within a month, it will result in non-issuance of books and library materials.

Library Use Regulations

The patrons are admonished to abide in the following regulations:

1. Patrons, upon entry, must leave their bags in the shelf located in the entrance of the library. Patron may bring with them their laptop bags but should present it to the library staff for inspection before leaving the library.
2. Patrons need to observe SILENCE at all times. Upon entering the library, cell phones must be in silent mode and must avoid answering calls inside the library.
3. Patrons are allowed to have coffee or other beverages in the condition that they will use bottles or cups with lid. If they don't, they will be asked to move to the pantry or outside the library. Foods are allowed in the pantry area only but patrons need to make sure to clean the area and wash the utensils before leaving.
4. A patron needs to be considerate of the sensitivities of others in their attire. Wearing of immodest clothing such as indecent shorts, slippers, undershirts are not allowed inside the library.
5. Patrons are not to make any mark in library materials, including pencil marks. Even erasing causes wear. Patrons are not to fold the corners of book pages. Patrons need to be careful not to damage or mutilate these materials in any way.
6. Patrons are not to ask to use library supplies for personal use.
7. Patrons are not to reshelf books. After use, library materials are to be placed in the provided carts or at the circulation desk. Patrons should return newspapers to their proper racks.

8. Patron's children under age 12 are welcome in the library. However, they must be accompanied by either of their parents. They must be properly guided at all times and they are also to strictly observe the library rules. Children without their parents cannot borrow books and will not be allowed to stay in the library.
9. Patrons are to leave their tables or carrels neat at all times. Trash needs to be thrown away and chairs need to be returned to their proper places.
10. Patrons are not to rearrange any furniture, including chairs.
11. Patrons are not allowed in the staff working areas.
12. The telephone is for business calls only. Unless for emergency cases, the library staff need not be responsible for informing patrons of their telephone calls.
13. Visitors must wear their visitors pass while they are inside the library, submit the visitors' requirements, log on the visitors log sheet and pay the library fee.
14. Alumni should present their Alumni ID and log in the visitors log sheet.

Computer Use Policy

1. Current students, faculty and staff are allowed to use the computers in the Computer Laboratory. Non-students and children are not allowed to use the computers. It is on a first come first serve basis.
2. All computers are used for research, encoding and e-mail purposed only.
3. No playing, watching movies and downloading of unnecessary files from the internet.
4. Please do not change computer settings.
5. Please avoid opening unnecessary websites that cannot glorify God.
6. Please save your files in your network folders (see the I.T. handbook).
7. Strictly no food and beverages allowed.
8. Patrons are not to adjust the temperature of the air conditioning units.

Photocopying Regulations

1. Patrons who want to photocopy materials should log in the photocopy/printing log sheet and give the materials to the library staff. Printing should be done in the computer laboratory and should log in the photocopy/printing log sheet.
2. A limit of 20 pages is allowed per patron. A patron may photocopy more than 20 pages only if no one is waiting to use the photocopier. Library will not photocopy the whole book.
3. Patrons are responsible to pay for their misprints.
4. Patrons have a credit limit of Php150.00 only for photocopying and printing. If not settled in a month, the printing and photocopying privileges will be cancelled.

Photocopy, Printing and Scanning Rates

Paper Size	Photocopy	Printing
Letter/A4	1.50	2.00
Legal	2.00	3.00
A3	3.00	5.00

Scanning - P5.00/page

Study Carrel Policy

At the beginning of each semester, thesis-writers and PhD students may apply for a carrel. They may use the carrel up to a limit of 12 months. Carrel reservation is on a first come first serve basis. Thesis writers and PhD students should fill up study carrel application form and submit it to the Librarian or the library staff. Names will be posted on the bulletin if the carrel application is approved. If there are still available carrels, the non-thesis students can apply for the remaining carrel/s.

Patrons who are assigned a carrel may use it whenever they are in the library, but must keep the desk portion cleared off when they leave the library. Other patrons may use the carrels, but must surrender it to the assignee when asked.

Patrons assigned in a carrel may request a key for the drawer. There is refundable P100.00 deposit for the key. It needs to be returned at the end of each semester. Non-thesis students who used the carrel will have 75% refund.

In addition, assignees may leave books and personal belongings well arranged on the carrel shelf when they are absent at their own risk. The library assumes no responsibility for patrons' belongings. Library books kept on the carrel must be checked out. Books that are not checked out will be removed from the carrels every Saturday and will be reshelfed.

For non-assignee, all personal belongings must be taken out when leaving the library.

Patrons who deface or abuse the carrel policy may lose their privilege to use the carrel, may be fined and charged for repairs and may lose their library privileges.

The carrel area is a study area where silence is encouraged. If talking is necessary, please use the pantry area or the lobby outside the library.

Library Disciplinary Actions

1. Any student who shall appropriate for himself or steal any library property shall be required to replace the same or pay the replacement and processing cost thereof and shall be subject to:

1st Offense: a fine of P1,000.00 or 50% of the cost of library material whichever is higher (per item).

2nd Offense: a fine of P2,000.00 or the cost of the library material whichever is higher (per item).

3rd Offense: one semester suspension

4th Offense: expulsion

Also, the library privileges of the student will be suspended until the payment of the fine is given and the report will be filed in the student record.

2. Any student caught borrowing library materials for others, both the borrower (ID owner) and recipient of the borrowed library materials are subject for cancelation of their library privileges.

AGST Students' Policy

1. That the AGST Registrar will provide complete information on AGST students' current addresses, telephone numbers, cell phone numbers, church affiliation, and guarantors to all the seminary libraries of the AGST consortium.
2. The individual students must be in good standing with regard to application and tuition fee payments. Library fees must be completely paid to the student's host school before student can start borrowing books. The AGST ID must be validated by the Program Coordinator. At no time will the student be allowed to borrow library/materials if the ID is not presented.
3. A library fee of P1,500.00/year or P750.00 per semester will be collected by the Host Seminary.
4. A maximum of 5 books may be checked out for 2 weeks with a book deposit of P200.00 per book (refundable upon return) from non-host libraries.
5. An overdue fine of P10.00/book/day will be charged on all late books.

Library Collection and Features

The library follows an open shelf system. Patrons are given free access to most of the collection. The collections are the following:

1. General Circulation

General circulation materials are collection of foreign, Asiana and Filipiniana books on various subject areas, or in-depth discussions on a particular topic.

These materials may be checked out at the circulation desk for two weeks. The limit is ten (10) per student and twenty (20) books for faculty and staff.

2. Reserved Books Section

These are library materials which are placed on reserve in the library by the faculty for use by all students in specific courses. They are kept behind the circulation/service desk. These can be used in the library or taken out for a period determined by the professor. Patrons are to request help from the library staff and should not go behind the circulation desk or pull out materials by themselves.

3. Reference Section

These are dictionaries, encyclopedias, yearbooks, handbooks, almanacs, directories, bibliographies, maps, atlases, etc.

Materials marked with an "REF" (Reference) are to be used only in the library and may not be checked out. Reference materials are shelved separately from the circulating collection.

4. Periodicals Section

These are serials that consist of foreign and locally published journals, magazines, newspapers, and newsletters of societies, associations, and corporations and other similar publications.

Current issues are arranged alphabetically by title on the periodical rack. Bound issues are catalogued by LC Classification and shelved with the bound periodicals. Bound periodicals are marked with "PER" on their spine.

5. Rare Books

"Rare Books" are defined as those parts of the Library collection that fit one or more of the following categories:

- a. Volumes printed before 1850 in the Americas, and before 1775 in Europe and the other continents (these thresholds of rarity will be periodically advanced).
- b. Items including a unique autograph or other unique manuscript elements (marginalia, annotations, etc.).
- c. Books known to be very scarce or known to be of especially high monetary value.
- d. Original bindings of types which are extremely scarce, or which may be associated with known early binders and their shops or with a particular owner and in general, books with unique or highly distinctive formats.
- e. Books less than four inches in height.
- f. Volumes with unique graphic elements such as hand-colored plates, significant maps or graphics and portfolios of unbound hand colored prints.
- g. Classic or "landmark" books in the field, preferably in their first or definitive editions and subsequent revisions issued under the direct auspices of the author (for example, Darwin's *On the Origin of Species* and its various editions) -- modern editions are thus normally excluded; also, first English editions of works originally published in other languages.
- h. Limited editions (issued in editions of fewer than 200 copies).
- i. Selected curiosa, (as, for example, Edgar Allan Poe's plagiarized volume on conchology).

Certain rare or valuable volumes are kept in the staff work area. Patrons are to ask the library staff concerning the availability of these materials.

6. Theses and Dissertation Collection

A dissertation or thesis is a document submitted in support of candidature for an academic degree or professional qualification presenting the author's research and findings.

FLRC's theses and dissertation collection consist of the works written by APNTS faculty, graduate students and others in their field of expertise.

7. Multi-Media Room

This includes collection of audio-visual materials in different formats like DVD, Audio CD, CD-ROMs, cassette tapes, VHS, slides, microfilm reels, maps, and overhead transparencies. The room also keeps the musical instruments, musical pieces, kits, cassette players, TV, DVD/VHS player and other equipment.

This room can also be used as a viewing room for individual and group viewing.

8. Curriculum Resource Center (CRC)

The Curriculum Resource Center (CRC) is provided to enable students to study and access curricular materials including visual aids and lesson materials and equipment for Sunday School teaching, Bible studies, children and youth ministries, and other educational ministries. Children's books are also located in CRC so that whenever parent's bring their children to the library, the children will have a place and books to read.

9. Circulation/Service Desk

The Circulation/Service Desk is the main point of contact for patrons. It is the location for borrowing, renewing, and returning books and audiovisuals; paying fines; finding information; and asking questions about using the library and its resources.

10. Pantry Area

Pantry Area is where the patrons are allowed to bring food and snacks. But patrons are to make sure to clean the area before leaving.

11. Study Carrels

Study carrels are individual units with a work surface and a small lockable storage area for books and papers. Carrels are for the use of graduate students engaged in research projects where access to the library collections and services would be of significant benefit.

Study Carrels are located at the Reference section of the library. FLRC has 16 study carrels for the thesis-writer and PhD students.

12. Workroom

The Workroom of the library processes all the purchased and donated library materials. In this section, library staff assigns accession numbers, classify the collection by subject, and assign call numbers to each items before the collection are used in the library.

13. Computer Laboratory

Computer laboratory consists of 11 computer terminals with unlimited internet access. It can be used by students on their research and projects. It is directly connected to the printer.

14. OPAC (Online Public Access Catalog)

The library is using ATHENA Online Public Access Catalog. It's searching features are:

1. It can look for specific items, general topics or even just browse the shelves without leaving your computer.
2. It will let patrons know if an item is checked out, damaged, lost or on the shelves.
3. It can convert the results of a search into a bibliography and have it printed.
4. It can access the patron's status information. Patrons can view information about their fines, items on loan and more.

15. EBSCOHOST

EBSCOhost is an online system that provides access to several periodical indexes or databases. These databases contain citations, abstracts and many full-text articles from magazines, journals, and newspapers.

The library subscribes to ATLA Religion Database with ATLASerials and Religion and Philosophy Collection.

ATLA Religion Database with ATLA Serials combines the premier index to journal articles, book reviews, and collections of essays in all fields of religion with ATLA's online collection of major religion and theology journals. The *ATLA Religion Database* includes more than 575,000 article citations from more than 1,679 journals (506 currently indexed), more than 239,000 essay citations from over 16,800 multi-author works, and more than 530,000 book review citations. Full text is provided for more than 294,000 electronic articles and book reviews. This database is produced by the American Theological Library Association.

Religion and Philosophy Collection provides extensive coverage of such topics as world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy and the history of philosophy. With more than 300 full text journals, the Religion & Philosophy Collection is an essential tool for researchers and students of theology and philosophical studies.

From time to time, EBSCOhost gives 60-day free trial of their other databases.

16. FLRC Facebook Page

Like the Facebook page of FLRC and get updates on the latest happenings in the library. Patrons can also use the page to inquire. The library also uses Facebook page to send reminders and announcements. (This is still under construction) ☺

Library Orientation

At the beginning of every semester, the library is conducting library orientation to all students. Failure to attend the orientation means, students will not have check-out privileges. Orientation sessions can be scheduled for a group of at least 5 people.

How to use the Online Public Access Catalog (OPAC)

1. Searching for the book by using the **author**.

► When searching for the book entitled *Pentecostalism: Origins and Developments Worldwide* by Walter J. Hollenweger. Type **Hollenweger, Walter J.** in the space given for searching, then, press the icon for author. All the books written by the author will appear on the screen, so you can choose the specific title of the book you need. If the specified book was found, click the icons with the book and you will find details concerning the book. You will also find the call number to help you locate the book on the shelf.

2. Searching for the book by using the **title**.

► When searching for the book entitled *A Wesleyan-Holiness Theology* by J. Kenneth Grider. Type **A Wesleyan-Holiness Theology** in the space given for searching, then, press the icon for **title**. The book with this title will appear on the screen. If the specified book was found, click the icons with the book and you will find details concerning the book with the call number to help you locate the book on the shelf.

3. Searching for the book by using the **subject**.

► When looking for the books about **trinity**. Type the word **trinity** in the space provided for searching. Then all the books about trinity will appear on the screen. Browse the titles, then, if you find the titles that interest you, copy the call numbers given and locate the books on the shelf.

Library of Congress Classification System

The *Library of Congress Classification* (LCC) is a classification system that was first developed in the late nineteenth and early twentieth centuries to organize and arrange the book collections of the Library of Congress. Over the course of the twentieth century, the system was adopted for use by other libraries as well, especially large academic libraries in the United States. It is currently one of the most widely used library classification systems in the world. The Library's Cataloging Policy and Support Office maintains and develops the system, posting weekly lists of updates on its Web site.

The system divides all knowledge into twenty-one basic classes, each identified by a single letter of the alphabet. Most of these alphabetical classes are further divided into more specific subclasses, identified by two-letter, or occasionally three-letter, combinations. Each subclass includes a loosely hierarchical arrangement of the topics pertinent to the subclass, going from the general to the more specific. Individual topics are often broken down by specific places, time periods, or bibliographic forms (such as periodicals, biographies, etc.). Each topic (often referred to as a *caption*) is assigned a single number or a span of numbers. Whole numbers used in LCC may range from one to four digits in length, and may be further extended by the use of decimal numbers. Some subtopics appear in alphabetical, rather than hierarchical, lists and are represented by decimal numbers that combine a letter of the alphabet with a numeral, e.g. .B72

or .K535. Relationships among topics in LCC are shown not by the numbers that are assigned to them, but by indenting subtopics under the larger topics that they are a part of, much like an outline.

Below is the outline of L.C. Classification Schedule

A General Works

B Philosophy and Religion

B-BD	Philosophy and Logic
BF	Psychology
BH	Aesthetics
BJ	Ethics
BL	Religion, Mythology, Rationalism
BM	Judaism
BP	Islam, Bahaisim, Theosophy, etc.
BR	Christianity, Church History
BS	Bible 1-680---Whole Bible, Texts & Works about Whole Bible 701-1830---Hebrew Bible, Texts & Works 1901-2970---New Testament, Texts & Works
BT	Doctrinal Theology, Apologetics
BV	Practical Theology 1-1450---Worship, Ministry, Sacraments, etc. 1469-1650---Religious Education 2000-3799---Missions and Evangelism 4000-4470---Pastoral Religion 4485-5099---Practical Religion
BX	Denominations and Sects 1-40-----Church Unity, Ecumenical Movements Apostolic 100-189----Eastern Churches, Oriental Churches 200-750-----Eastern Orthodox Church, Greek Church 801-4795---Roman Catholic Church 4800-9999---Protestantism 8201-8500---Methodism 8699---Nazarene
C	History, Archaeology, Numismatic, Heraldry, Genealogy, Biography
D	History: General and World
DJK	Eastern Europe

DS	Asia
DT-DX	Africa, Australia, New Zealand
E-F	History: American
G	Geography, Anthropology, Folklore, etc.
H	Social Science
J	Political Science
L	Education
M	Music
N	Fine Arts
P	Philosophy and Literature
PA	Linguistics, Classical Lit., Greek
PB-PH	European Language and Literature
PJ-PL	Language and Literature of Asia, Africa, Oceania, and Hebrew
PM	American (Indian) and Artificial Languages
PN-PZ	General Literature, American Literature, English Literature, Fiction, Juvenile Literature
Q	Science
R	Medicine
T	Technology
Z	Bibliography and Library Sciences

Shelf Arrangement

Books are arranged first by the letters on the top line. For example, books with call numbers starting with BV. Within a given letter group, books are arranged by numbers (digits) on the next line. On the third line is the author number, which is preceded by the first letter of the author's last name. Unlike the primary classification number, these numbers (and any additional ones) are treated decimal. Thus the author number G36 precedes G4. See the examples below:

BR	BS	BS	BX	Z
300	68	68	4995	1131
S9	G37	G4	A6	A53

How to use EBSCOhost

Accessing EBSCOhost

To access EBSCOhost, go to <http://search.ebscohost.com>. Patron will be asked to enter the username and password. Username and password will be announced during the library orientation.

Start the search

1. A list of databases descriptions appear on the first screen as patrons enter EBSCOhost. Patrons need to select the database(s) which best suits their topic of research. Select only those databases that have the coverage they need since not all the databases will be useful for all searches. Click on the **Continue** button to proceed.
2. By default, a **basic keyword** search textbox is provided. Use a basic keyword search to find articles about a topic using single words or phrases (i.e. diabetes, global warming, campaign finance reform, etc.).

Limit the search in the following ways:

- ☞ Limit to articles that are available full-text through EBSCOhost.
- ☞ Limit to articles that are in periodicals that the FLRC owns.
- ☞ Limit to articles that are in scholarly or peer-reviewed publications.
- ☞ Limit the title of the magazine / journal / newspaper.
- ☞ Limit the articles by the date of publication.

Or expand or broaden the search in the following ways:

- ☞ Expand the search with the keyword searched within the full text of each article. This means that all words in the articles' text are indexed.
- ☞ Expand the search to include **related** keywords. i.e. dog: canine, pup, puppy, mutt, mongrel.

To continue with the basic keyword search, click on **Search** after typing in a relevant keyword in the **Find** (search) field textbox and selected the **limiters** and/or **expanders**.

Searching Tips

Boolean operators

Search terms may be linked together using the Boolean operators **AND**, **OR**, or **NOT** to further define your search.

- ☞ **AND:** Use **AND** to combine two or more words to reduce or narrow the search.

Example: sleep **and** walking

(EBSCOhost finds documents in which both "sleep" and "walking" are present.)

- ☞ **OR:** Use **OR** to broaden the search to find documents on a greater number of topics.

Example: injury **or** trauma

(EBSCOhost finds documents in which either "injury" or "trauma" are present.)

- ☞ **NOT:** Use **NOT** to narrow the search by excluding terms. Use this with **caution**. This may inadvertently exclude articles that the patron want to see.

Example: television violence **not** book reviews

(EBSCOhost finds documents in which "television violence" occurs but will exclude those in which "book reviews" also occurs.)

- ☞ Combine AND, OR and NOT searches into one search statement. Always use parenthesis to separate the different parts of the search statement.

- Example: (teenagers **OR** youth) **AND** sports injuries
 Using Truncation (*), the Wild Card (?), and Proximity Operators (N or W)
- ☞ To find words beginning with a specific word stem, use **truncation(*)**; enter the word stem followed by an asterisk (*).
 Example: walk* finds “walk”, “walked”, “walking”, etc.
 - ☞ To find words with variant spellings or plurals, use the **wild card(?)**. Replace each unknown letter in a word with a “?” to findwords that contain **any** character in place of the “?”.
 Example: wom?n finds “woman” or “women”.
 - ☞ To find words **in any order** and with a maximum number of intervening words, use the **Near Operator (N)** followed by a maximum number you specify.
 Example: tax N5 reform finds “tax reform” as well as “reform of income tax”.
 - ☞ To find words **in the order you entered them** and with a maximum number of intervening words, use the **Within Operator (W)** followed by a maximum number you specify.
 Example: tax W8 reform finds “tax reform” but does not find “reform of income tax”.

Searching for articles on certain Scriptures (only available in ATLA)

- ☞ Go to the “Scriptures” button at the top of the page and select “ATLA Hierarchical Scripture Authority” if necessary.
- ☞ To find all articles on a particular book of the Bible, click the appropriate link. (click the “Next” link at the bottom of the list to advance through the books in canonical order. If you would like to search for more specific verse ranges, click “Expand” and then select the appropriate chapter or click “Expand” again and then select the appropriate verse).

Viewing Your Results

After searching, the **Result List** window appears. The number of results search found is displayed in the top left corner of the Result List window.

To browse the Result List:

- ☞ press the PAGE UP or PAGE DOWN keys to move up or down one screen at a time, or
- ☞ click on the scroll bar at the right of the screen.

To view the full-text of an article (when available),

- ☞ click on the title, or
- ☞ click on the words HTML or PDF Full Text.

Printing, Downloading, or E-mailing Your Results

There are 2 different methods that can be used to print, e-mail, or save to a disk. Article citations and full text can be printed one at a time or as a list.

1. To **print, e-mail, or save to disk** an article citation or full text, first, look at the full record provided by EBSCOhost. Then:

- ☞ To e-mail results: Click on the e-mail link. This will open up a dialog box to enter your e-mail address. Then click the ***Send*** button.
 - ☞ To download or save results, insert a storage device into the appropriate drive. Follow the instructions given by EBSCOhost.
 - ☞ To print an article, simply click on the ***Print*** button at the top of the record and follow the instructions.
2. To **print, e-mail, or save to disk** article citation or full text in multiples, click the **Folder** icon to the far right of each citation on the results page. Or click the **Add to folder** icon at the top of each individual citation page.
 3. To view/print, e-mail, or save the items in the folder, click on the **Folder has # items icon**.
 4. Print, e-mail or save without looking at the full record of the article. Be aware that folder's content has a time limit. When patrons are not actively engaged in the folder—folder items may ‘expire’. Choose the format to print, e-mail or save:
 - ☞ **Full Text:** If the article is available in **Full Text**, the box will already be checked.
 - ☞ **Field Format:** Select if the patrons want the bibliographic information about the article in the **Brief Citation, Brief Citation and Abstract** or **Detailed Citation and Abstract** format. EBSCOhost defaults to the **Detailed Citation and Abstract** format.
 - ☞ **Citation Format:** Select to have the bibliographic information about the article formatted to a specific documentation style such as APA or MLA documentation.

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