

# **GBSC Libraries**

Guide for Distance Education Students

Updated August / 2015

The [R.G. Flexon Memorial Library](#) was completed in 1990 and is named after the distinguished pastor and educator who was a member of the college faculty. The College Archives and Special Collections, and the Learning Commons are located on Level A. The Flexon Library is equipped with wireless (Wi-Fi) access and contains several computer workstations and a printer/copier/scanner station.

The Flexon Library also houses the [Academic Resource Center](#), which provides a variety of academic support services for students and faculty.

God's Bible School and College also provides access to additional collections in the Schmul Ministerial Resource Center, the Music Library and the Gale Missions Library. For information about how to access these resources please contact a staff member at the reference desk (513-763-6657) or visit [gbs.edu/libraries1](http://gbs.edu/libraries1)

## **Mission Statement**

The campus libraries support the programs of God's Bible School and College and demonstrate their commitment to academic excellence and the development of lifelong learning through the provision of quality information resources, services and training.

## **Library Guidelines**

### **Flexon Library**

#### **Regular Hours** (during semesters)

Monday - Thursday	8:00 am to 9:00 pm*
Friday	8:00 am to 7:00 pm*
Saturday	11:00 am to 5:00 pm.
*closed Mon., Wed., and Fri. from 9:40 am to 10:35 am	
*closed Wed. from 7 pm to 8 pm	

### **Summer Hours**

By Appointment

### **Campus Archives Hours**

By Appointment

### **Special Cases**

Holiday closings and extended/limited hours for exams and conferences will be posted.

## Contacts

<b>Joshua M. Avery</b> Director of Library Services	(513) 763-6544 <a href="mailto:javery@gsb.edu">javery@gsb.edu</a>
<b>Stephanie Hoffpauir</b> Coordinator for Cataloging, Serials and Tech Services	(513) 763-6646 <a href="mailto:shoffpauir@gsb.edu">shoffpauir@gsb.edu</a>
<b>Position Vacant</b> Circulation Supervisor	(513) 763-6657

## Personal Librarian

Off-campus or online students are invited to come to the campus libraries for services and resources. Additionally, distance education students are assigned a personal librarian who is available by email 24 hours a day at [library@gsb.edu](mailto:library@gsb.edu). Students are asked to allow for at least 24 hours for a response to any information query.

## Online Accessibility

In addition to the campus libraries' webpage (available at [gsb.edu/libraries](http://gsb.edu/libraries)) the libraries also maintain a Facebook® page ([facebook.com/GBSCLibraries](https://facebook.com/GBSCLibraries)) both of which contain a variety of information about the libraries and library services at GBSB.

## Reference Services

The Flexon Library offers regular hours for both in person and virtual reference services. Email reference is available at [library@gsb.edu](mailto:library@gsb.edu) and telephone assistance is available by dialing (513) 763-6657 or ext. 5110 from any campus phone.

## Library Reference Desk Hours

### *Email, Telephone and in person*

Monday - Thursday 8:00 am to 9:00 pm\*  
Friday 8:00 am to 7:00 pm\*  
Saturday 11:00 am to 5:00 pm.  
\*closed Mon., Wed., and Fri. from 9:40 am to 10:35 am  
\*closed Wed. from 7 pm to 8 pm

## Circulation Services

Current students (with a valid ID), employees, institutional trustees and the immediate family members of employees and trustees may circulate items in-person. Online students may circulate items in person, and should conduct distance circulation requests via <http://www.gbs.edu/interlibrary-loan>.

Item Type	Circulation Period
Regular Books	14 days
Reserve Books	2 hours
Reference Books	Do Not Circulate
Print Periodicals	Do Not Circulate
DVD, VHS	7 days
CD	14 days

Renewals are available by phone or email: **(513) 763-6657** or [library@gbs.edu](mailto:library@gbs.edu)

Patrons with fines greater than \$5.00 (or items overdue for greater than 90 days) may not be allowed to check out items. Patrons who lose/destroy items will be billed for the cost of replacement and charged a processing fee of \$10.00 per item. Fines should be paid at the Circulation Desk. If a patron is unable to physically visit the library to pay the fine, the patron should contact the library at [library@gbs.edu](mailto:library@gbs.edu) to make appropriate arrangements.

### Fines based on item type.

Item Type	Fine assessed
Regular Books	\$0.25 per day
Reserve Books (2 hour)	\$5.00 per hour
DVD, VHS	\$1.00 per day
CD	\$0.25 per day

### Online Catalog

All GBSC students are able to access the library catalog online at <http://www.gbs.edu/find>.

### **Mail Service for Library Items**

Regular books can be posted out to GBSC distance education students. To request a title from the Flexon Library please visit <http://www.gbs.edu/interlibrary-loan>.

Student will be send item via USPS, or, email.

Items should be posted back to the library using the address:

**God's Bible School & College**  
**R. G. Flexon Memorial Library**  
**ILL Services**  
**1810 Young Street**  
**Cincinnati, OH 45202**

### **Online Databases**

The campus libraries facilitate access to many electronic resources, covering a variety of subjects. To find a complete list of our database offerings please visit the GBSC Libraries webpage (<http://www.gbs.edu/articles>) and select the proper link. Databases include but are not limited to: *ATLA+Serials*, *JSTOR*, and *Academic Search Elite*.

### **SouthWest Ohio and Neighboring Libraries (SWON)**

The R. G. Flexon Memorial Library is a member of the SouthWest Ohio and Neighboring Libraries Consortium. SouthWest Ohio and Neighboring Libraries is a cooperative of area libraries organized to promote library services among and through member institutions. SWON Libraries consists of academic, public, school and special libraries in Southwest Ohio and Northern Kentucky. Being a member of SWON gives the students and faculty of God's Bible School and College access to any library within the consortium.

When going to a SWON library, present your student ID card to the staff of that institution. Taking materials from another library obligates you to the rules and regulations of that library.

For more information about using these libraries please visit <http://www.swonlibraries.org/dl-contacts> or contact a member of the campus libraries staff.

### **Newspapers and Journals**

The library stocks a wide range of newspapers and periodicals and, where appropriate, offers access to the online resources provided by these publications. The library subscribes to many titles which are shelved alphabetically by title. Periodicals are for use in the library only, and may not be checked out.

## Other Services

### Academic Resource Center (ARC)

The college Academic Resource Center (ARC) meets in the Learning Commons of the Flexon Memorial Library.

#### Contact

<b>Cheryl Comparativo</b> Academic Resource Center Director	(513) 721-7944 x 3431 <a href="mailto:ccomparativo@gbs.edu">ccomparativo@gbs.edu</a>
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### Information Literacy Services

God's Bible School and College is committed to providing regular and accessible information literacy services via classroom visits, workshops, online tutorials and through enrollment in INFL 111.

### Interlibrary Loan (ILL)

The campus libraries offer interlibrary loan via OCLC. For more information please contact [interlibraryloan@gbs.edu](mailto:interlibraryloan@gbs.edu).

For more information about ILL and Electronic Document Delivery, please visit <http://www.gbs.edu/interlibrary-loan>

### Online Tutorials

All students are provided web-based tutorials on the GBSC Libraries webpage at <http://www.gbs.edu/library-tutorials>.

### Personal Computers

Personal computers are located on Level C and in the Learning Commons (Level A). Each computer has Microsoft Office and Internet access. All computers print to the copier/printer located on Level B.

### Printing & Photocopying

A photocopier is available for use in the library. Copies should be purchased at the Circulation Desk. Full text printing and copies are ten cents each unless purchased in bulk.