

# Cofer Library Handbook



**Truett McConnell**  
U N I V E R S I T Y.

COFER  
LIBRARY

## Table of Contents

About the Library.....	2
Archives .....	2
Acquisition Recommendations.....	2
Catalog.....	2
Check-out/in .....	2
Computer Lab.....	3
Contacts .....	4
Copier/Scanner.....	4
Databases.....	4
Disability Access.....	4
Donations .....	4
eBooks EBSCO/TREN .....	5
Facilities and Materials Use .....	5
General Public Use .....	6
Hours.....	6
Interlibrary Loan (ILL).....	7
Instruction .....	7
Journals .....	7
Juvenile Section .....	7
Lost and Found.....	7
New Books Shelf.....	7
Offsite Access .....	8
Reference .....	8
Suggestions/Recommendations .....	8
Reserve Items .....	8
Wireless Internet.....	8

## About the Library

Cofer Library is located at the "top of the campus" near the Cross. The main level contains print books, study carrels, tables, computers, a printer and copier, and the service desk. The lower level has the computer lab and restrooms. The mission of Cofer Library is to support the mission of the university by providing library resources, services, and instruction to the TMU community. The library's goals are to 1) acquire, organize, and make accessible print and electronic materials that are relevant to the curriculum of the university, 2) provide excellent library instruction and service, and 3) maintain a physical environment conducive for learning. The library was constructed in 1966 and named after Dr. Olin Sanford Cofer (1895-1975), a prominent physician from the Atlanta and Gainesville areas

## Archives

The Cofer Library Archives exists to preserve documents, photographs, and objects related to the history and heritage of TMU. Access to the archives is by permission of the library staff. Items in the archives cannot be checked out or removed from the library office area, and in some cases can only be handled by library staff. Photocopying of archives materials is allowed with permission from the library staff. Permission to photocopy materials is limited by copyright restrictions, and the item's value, size, and physical condition.

TMU academic print catalogs are stored in the library's archives. Electronic academic catalogs from previous years can be accessed through the college website under "Catalogs," or on the my.tmu.edu website under "Academic Catalogs."

## Acquisition Recommendations

The Cofer library staff values patron feedback and input. Patrons are encouraged to recommend resources that would enhance the library collection. To make a recommendation please complete the *Item Purchase Request* by filling out a form under the *Forms/Requests* tab on the library webpage.

## Catalog

The online catalog for print books is accessed from the Cofer Library website by clicking the *Library Search (Print books & more E-Books)* tab. The library collection may be searched using author, title, or subject entries. For help with searching the collection, please contact the library.

## Check-out/in

1. Library materials are checked out at the service desk. Resources must be checked out before they can be taken from the library.
2. Circulating books can be checked out for 4 weeks at a time. There is a 20-book limit for students and 3-book limit for alumni and public.
3. Books may be renewed twice by email, phone, or in person if a hold has not been placed on a book. A hold can be placed on a book checked out, in person, email, or by phone. The person who has placed a hold on a book that has been checked out will be

- contacted when the book is available. The book will stay in the hold status for five business days and if not collected it will be placed back on the shelf or given to the next person on the hold list. After all renewals have been made, a book must be returned to the library for at least 24 hours before the book can be checked out again.
4. A TMU patron can contact the library to place a hold on a book not checked out. Unless arranged otherwise the book will be held at the service counter for 48 hours and then placed back on the shelf if not checked out.
  5. Books in the Reference and Reserve sections cannot be checked out.
  6. A book return box has been placed outside the main entrance if the library is closed.
  7. Students may return books by mail but are financially responsible for them if they are lost or damaged in the mail. Books will be checked in when they arrive, not when they are postmarked.
  8. For lost books, students will be charged the current price of the book plus a \$15 processing fee for each book.
  9. TMU students must return all library materials at the end of the semester (check with staff for exact date). Students who are graduating must clear library accounts (all books returned, and fines paid by the date set by the library, which is usually at least two weeks before commencement). Students needing items(s) for a few days past the end of the semester due date must have their professor send an email to the library requesting an extension. Students will not be able to register for classes, graduate, or receive grades/transcripts until their accounts are clear.
  10. Students who are registered and have paid their tuition may start borrowing items one week before the first week of classes. Patrons living in TMU housing, and those working on a TMU thesis are permitted to check out books beginning the week after the end of the semester or during semesters they are not taking classes if there is no hold on their account.

## **Computer Lab**

There is a large computer lab with a copier/printer on the lower level of the library. There are also computers and a copier/printer on the main level of the library too.

The computers on the main level are not able to play DVDs or CDs. A DVD player is available for two-hour check-outs at the library service desk. Headphones are also available for check-out to use with the DVD player.

The rules for all computers are:

1. The lab is not open to the public.
2. Computer use should be consistent with the beliefs and values of TMU.

3. Lab use is for research and academic work, please limit recreational activity.
4. Always save work on a flash drive or the cloud.
5. Do not save work or install software on lab computers.
6. Do not reconfigure computers or personalize desktops.
7. The use of computers should not hamper or interfere with the ability of other students to do academic work.

## Contacts

If you are not in the library and have any requests, questions, or comments, please go to our website, or contact us at 706-865-2134 ex. 2200 (Service Desk), or 706-865-2134 ex. 2201 (Director of Library Services), or 706-865-2134 ex. 2202 (Instructional and ILL Librarian), or you can send an email to [library@truett.edu](mailto:library@truett.edu). A librarian is on duty each weekday from 8am to 4pm.

## Copier/Scanner

The copier is located on the main and bottom level of the library. A student ID is required to make copies as it is loaded with \$50 for copying. The cost deducted from the card for each copy is 5 cents or 4 cents for double sided copying. The card can be reloaded with money at the IT office. There is no color copier in the library but there is one in the Miller building computer lab. The copier is not available to the public.

## Databases

The Cofer Library subscribes to many databases to assist you in searching for materials. They are available through GALILEO and with the popular ones listed on the main library webpage under the *Popular Databases & Helpful Links* tab. The usage of these databases is limited to TMU students, faculty, and staff, and for non-commercial, educational, or personal research purposes only.

Articles in some of these databases are full-text. If we do not have access to the article, it can be requested through Interlibrary Loan (ILL) on the library website or at the service desk.

## Disability Access

Cofer Library will personally assist individuals with disabilities in locating, accessing, and borrowing materials. Both entrances (lower and main level) are wheelchair accessible.

## Donations

The Cofer Library gladly accepts new or gently used materials published within the last 5 years that are relevant and beneficial to the collection or would benefit students in the library's free book section. Please note the following:

1. Donated items in which the library already has several copies, or for various reasons are not added to the collection, will be offered to students for free.

2. Tax receipts for donations can be obtained at the library. The donor must assign the value to the donation.
3. Due to limited staffing and storage, large donations must have the approval of the library director.
4. A “gift” plate can be placed in donated books at the request of the donor.

## **eBooks EBSCO/TREN**

The library has access to thousands of eBooks from a variety of disciplines including religion, philosophy, education, and psychology. Most eBooks can be accessed 24/7, others can be checked out for 1 to 3 days—but a free EBSCO account is required.

Theological Research Exchange Network (TREN) contains over 20,574 theological thesis/dissertation titles representing research from as many as 135 different institutions. For help with downloading TREN documents contact the library for assistance.

## **Facilities and Materials Use**

1. Library use should be consistent with the beliefs and values of TMU.
2. Conversations should be kept at a level that will not distract others.
3. Cell phone conversations are discouraged in the library, though short conversations can be held in the event there are no other patrons in the library. Alerts on cell phones for incoming calls should be set to silent mode or a low level.
4. Do not re-shelve library materials; please place them on the book carts for library staff to process.
5. Snacks and covered drinks are allowed in the library.
6. Writing or highlighting on library materials is not permitted.
7. All borrowed items should be used with care and returned in the same condition as when they were checked out.
8. Individuals under the age of 16 must be supervised by an adult.
9. Personal items should not be left unattended. The library is not responsible for personal unattended items.
10. Animals are not permitted in the library unless they are a service animal. (Exceptions are made for approved special events.)
11. Smoking is not permitted in the library, or anywhere on campus.

12. Report to the library staff any of the following: facility issues; broken/damaged materials, equipment, or furniture; any library usage violations.
13. Multiple library violations can result in patrons incurring fees/fines, and/or suspension of library privileges.

## **General Public Use**

Cofer Library is a private facility reserved primarily for TMU students, faculty, and staff. The library is open to the public by appointment only from Monday – Friday 8am to 4pm, unless given approval by TMU administration or accompanied by a Truett student, faculty, or staff member. Please contact the library Monday – Friday 8am to 4pm to make an appointment. Please note the following:

1. Use of the library facility is available on a limited basis for those members of the public needing access to items in the print collection not available in local libraries.
2. New books cannot be checked out.
3. A valid and current identification card from another institution is required to check out books from the library. The checkout period is 4 weeks. There is a 3-book limit with one 4-week renewal. A renewed book cannot be checked back out for a year after they are due.
4. TMU patrons have priority use for Reference and Reserve materials.
5. Reference help is limited, and TMU students and faculty take priority.
6. Off-site access to subscribed e-resources is not permitted.
7. Holds on library materials are not permitted.
8. Interlibrary loan (ILL) services are not available.
9. Use of library computers is limited.
10. Use of library copiers is limited.
11. The library does not proctor exams.
12. Library privileges can be revoked at the discretion of the library staff.

## **Hours**

Fall and Spring Semesters:

Monday – Thursday 8:00am – 10:00pm

Friday 8:00am – 4:00pm

Saturday 1:00pm – 4:00pm  
Sunday 7:00pm – 10:00pm

CLOSED:

Tuesday's from 9:30am – 11:00pm for Chapel

Fall, Winter, Spring and Summer Breaks:  
Monday – Friday 10:00am – 4:00pm

## **Interlibrary Loan (ILL)**

Students may borrow books and/or journal articles from other academic libraries, if they cannot locate materials through current available resources. Interlibrary loans can be submitted by filling out a form under the *Forms/Requests* tab on the library webpage. All borrowed materials through interlibrary loan must be returned on time. Students are responsible for paying overdue charges set by the lending institution.

## **Instruction**

Online or in-person library instruction and research assistance is provided by librarians Monday – Friday from 8am to 4pm, or by appointment. The *Cofer Library Research Guide* and *Library Orientation Videos* are available by selecting Information & Instruction on the main library webpage. Faculty can request a library research session for their classes by emailing [library@truett.edu](mailto:library@truett.edu) or completing the *Class Instruction Request* form under the *Forms/Requests* tab on the main library webpage.

## **Journals**

Access to the library's subscribed online journals is through GALILEO.

## **Juvenile Section**

Children's books, both fiction and non-fiction, are available for checkout. A limit of ten items from this collection may be checked out at any one time.

## **Lost and Found**

Items found in the library will be placed at the service desk. Library staff will make reasonable attempts to find the owner. Items of high value will be handed over to Campus Security. Items of low value will remain at the service desk for a year and then placed on the free books cart(s).

## **New Books Shelf**

The New Books Shelf is on the main level of the library. These items are available to check out for TMU students and faculty at any time and have the same check-out period as others in the circulating collection.



## Offsite Access

Login information is required to access electronic items (articles, eBooks, etc.) from the library when accessing off campus. The Off-Campus login username and password are your school email and password.

## Reference

The Reference area located on the main level contains general reference materials and Bible commentaries. This collection is restricted to use within the building.

General reference materials, identified by “REF” on a book's spine label, include dictionaries, atlases, encyclopedias, language tools, and handbooks for a broad spectrum of subjects.

The reference Bible commentary collection, identified by "REF B.C." on the spine label, is a collection of scholarly commentaries on the Old and New Testament. Some of these items are duplicated in the general collection.

Online Reference, such as *Encyclopedia Britannica* and *Credo Reference*, is available through GALILEO.

## Suggestions/Recommendations

To offer any suggestions or recommendations to enhance the library, please complete the *Suggestion and Recommendation* form under the *Forms/Requests* tab on the main library webpage.

## Reserve Items

Reserve items are placed on the reserve shelf by faculty for their students. These materials cannot be checked out. Faculty can request the library to place items on reserve by contacting the library or by completing the *Reserve Shelf Item Request* form under the *Forms/Requests* tab on the main library webpage.

## Wireless Internet

TMU students, faculty and staff can connect to the wireless network “TMU” with their student email and password login credentials. All library guests must use the “TMU-Guest” Wi-Fi network which does not require login credentials.

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