



NTC
Faith. Knowledge. Action

JOHN D. FULTON LIBRARY STUDENT HANDBOOK 2024



Michael Lund - Library manager
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Online Library Catalogue - OPALS
<http://ntcb-gnec.kari.opalsinfo.net/bin/home>

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INTRODUCTION - JOHN D. FULTON LIBRARY

Welcome to the John D. Fulton Library, an indispensable service of NTC (Nazarene Theological College). This Handbook outlines information that will help you maximise your library use and time.

Our main objective is supporting the faculty and students with access to materials for NTC courses, research, Christian life, and ministry. The library contains approximately 40,000 items, including books, monographs, reference materials, commentaries, and academic journals. While many of these are in print form, patrons have access to digital academic and theological resources through online databases (EBSCOhost and Digital Theological Library (DTL2)).

The library focuses on topics covered during the academic year, with special emphasis on works by John and Charles Wesley, and Wesleyanism/Methodism. It is to be noted that our library keeps the archives of the Church of the Nazarene, Australia, which may be viewed by appointment.

In the study area of the library, networked computers with wi-fi accessibility are available for research and academic work. A copier/scanner is provided for library patrons.

If you need any assistance with locating library resources, accessing online databases, or have any queries, please do not hesitate to ask the library staff.

LIBRARY OPENING HOURS

For NTC staff and students:

The library is accessible anytime, as registered users have the keypad access code.

For students from SCD member institutions, and affiliate members of the library:

By appointment, Monday to Thursday, 9:00am – 3:00pm.
Please contact the library staff.

The library is open to all NTC staff and students. Library patrons may borrow items from the collection as outlined in this document. Affiliate members are welcome to borrow any resource, except for any resource frozen, on hold/reserved, or non-circulation items.

LIBRARY STAFF

Library manager: Michael Lund
Monday – Thursday, 8:30am – 3:30pm
Email: library@ntc.edu.au
Phone: (07) 3206 4177

GENERAL RULES

1. Please note: No food or drink is to be taken into the library at any time. The only exceptions are water bottles. Because of the potential loss and damage through food or drink spillage, infringement of this policy may lead to a loss of library privileges.
2. Please do not damage or deface books or mark them in any way, even with a pencil. Do not bookmark a book by folding corners (there are free bookmarks at the library). Do not leave open books face down, as this damages the spine.
3. **Please do not re-shelve books yourself.** Place them on the library returns/circulation trolley.
4. Please be considerate of noise (e.g. talking quietly, using headphones, etc.), as others study in the library. Children must be supervised.
5. Your cooperation is needed in keeping the library tidy. Study tables should be cleared of books, laptops, bags, personal items, and rubbish when you leave the library.
6. All items borrowed from the library must be returned before graduation celebration (usually in November of each year). Any outstanding library fines need to be paid in full before graduation celebration.
7. In the case of fire, leave the building quickly using the nearest emergency exit and go to the fire evacuation assembly point, located in the car park outside the Administration Office.

USING THE LIBRARY CATALOGUE 'OPALS'

The library catalogue utilises OPALS - Open-source Automated Library System – which is web based and always available to anyone who has the weblink. This website for this is: <https://ntcb-gnec.kari.opalsinfo.net/bin/home> .

This page also shows new items added to the library, links for further research, and information about NTC and library academic calendar.

SEARCHING THE LIBRARY CATALOGUE

Any laptop, phone, tablet, or computer can be used to open the library catalogue: <https://ntcb-gnec.kari.opalsinfo.net/bin/home> .

In the search bar (top right), you can search by subject, author, title, etc. After clicking 'search', a list of items should come up for you to search through. Each of the result items will show a call number, and the location of where the resource is located (e.g. general, reference, New Zealand campus, etc.).

Additional fields can be used to narrow the search, by utilising the advanced search. These include material type, location of the material, and ISBN among others.

HOW TO FIND THE ITEM YOU WANT

1. Secure the call number of the book from the Library Catalogue (OPALS). The location for each item is listed on OPALS below the call number.
2. **eBooks** and **digital journal articles** are found through the EBSCOhost platform, or on DTL2. Only enrolled NTC students and faculty members have access to these databases. Please contact the library staff if you have any queries.

WHAT IF THE ITEM IS NOT ON THE SHELF OR CAN'T BE FOUND?

- Check the catalogue – do you have the correct call number, and location for the resource.
- Check if the item listed as AVAILABLE, FROZEN, IN PROCESS or OUT?
- Check the books (or journals) near or around where the item should be shelved. Another user may have incorrectly re-shelved it or it could be in use in the study area. The journal shelves can be lifted to access older issues. Past years issues can also be found in upright archive boxes on shelves at the rear of the library.
- Ask for assistance from the library staff.

BORROWING RESOURCES

USING THE CIRCULATION COMPUTER

In the library study area, one computer is reserved for circulation (borrowing resources). The circulation computer is located immediately on your left when accessing the study area on entering the building. The computer is always on (and is not to be turned off). Just move the mouse to bring the monitor to life.

1. From the circulation computer, use the handheld scanner to scan the barcode on your library card.
2. Wait until you see your name on the monitor screen, then just scan the book's 'NTC library barcode' located on the top right of the back cover.
3. Repeat this last step (scanning book barcode) until all the items you wish to borrow are in your library page.
4. When you are all done, click finish or the red close button.

If there are any issues, library staff can help patrons to borrow resources.

RETURNING LIBRARY ITEMS

Patrons can leave any loaned items with the library staff or place them on the library collections/return trolley.

Please do not move books from the returns trolley or put books back on shelves.

ACCESSING YOUR LIBRARY ACCOUNT

OPALS allows patron to view personal information on loans. Patrons can renew loans and hold items for eventual loan (holds have a time limit). Patrons can also view outstanding fine balances, and estimated fines due for items overdue. Patrons receive a due date notice on book loans, usually three days before loans are tabulated into fines. It is the patron's responsibility to manage their book loans appropriately to avoid fines.

To access your library account:

1. Open the library catalogue and login with your username and password (usually set at the beginning of a trimester – see library staff for more details)
2. Click on “My File” tab (top left-blue tab)
3. Once you’re done viewing your account, ‘Logout’ or click “Home” tab for more research.

RENEWING LIBRARY ITEMS

Library resources may be renewed if no hold has been placed on it. Patrons are allowed two renews on each borrowed item.

Using your personal laptop, phone, tablet, or a computer in the library study area (excluding the circulation computer or the catalogue computer):

1. Open the device to the library catalogue: <https://ntcb-gnec.kari.opalsinfo.net/bin/circ/return>
2. Type in your username and password (your personal library login details appearing on your library card)
3. Click ‘**My File**’ and then click box beside books and click the ‘**Renew**’ tab; Then logout of OPALS.

RESERVING LIBRARY ITEMS (HOLD)

1. Open OPALS and login with your username and password
2. Click on ‘**Reserve**’ tab (under ‘My file’) and enter the NTC library barcode number of the item who wish to put on hold.
3. Click ‘Add to reserve list’
4. Select the date you plan to come to the library to pick up your ‘hold’ item and click ‘**Reserve**’
5. A note will be sent to the library staff, who can then put the item(s) aside. Once the book becomes available, the next patron in line will be notified to pick up the ‘**hold/reserve**’ item.

CLASSIFICATION SYSTEM

The John D. Fulton Library uses the Library of Congress classification system (LC); resources are grouped under subject headings. The library catalogue is accessible on-line 24/7 through the following direct link:

<https://ntcb-gnec.kari.opalsinfo.net/bin/home>

The books acquired from the Kenmore Christian College Library (now ACOM), are classified using the Union Theological Seminary system, and are found on the brown and beige shelves at the back of the General section. They are progressively being absorbed into the general collection with the LC classification system. Signs are posted at the end of each stack to help direct you to subject areas.

HOW TO USE THE LIBRARY OF CONGRESS CLASSIFICATION

There are two ways to locate a book in the library: 1) browsing the shelves in the required subject area, or 2) searching the catalogue for the Author, Title, Subject, Call Number or Location. The call number, which is printed on the spine of the book, is shelved in alpha-numeric order.

Call numbers begin with letters of the alphabet. Each letter stands for a broad subject grouping; following letters and numbers narrow down the subject.

For example:

Read these letters in alphabetical order:
A, B, BF, BS, BT, BV, BX, L, LB, P, PE, Z, ...

BS

Read these numbers in numerical order:
1, 2, 3, 45, 100, 101, 1000, 2000, 2430...

195

.N37

2009

The second line is a combination of a letter and numbers or just a number. Read the letter alphabetically or the number progressively. The number is a decimal, eg: .C65 = .65 or .C724 = .724 or .2, .3, .4, etc. Some call numbers have more than one combination letter-number line eg.

This is the year the book was published. Chronological order:
1985, 1987, 1991, 2000, 2010.

The following call numbers would be shelved in this order:

1. **LB2395.C398 2010**
2. **LB2395.C43 2013**
3. **LB2395.C65 2005**
4. **LB2395.C8 2009**
5. **LB2450.4.N98 2004**

One important thing to remember with call numbers is the rule "nothing comes before something":

QA349.M613 2004

will be found on the shelf before

QA349.M613 W4 1998

CALL NUMBER PREFIXES EXPLAINED

When a call number looks like the examples above, (e.g. BS195.N37 2009), the book is shelved in the General Collection. Some call numbers, however, include a collection prefix (e.g. REF BS195). The following table indicates the Prefix codes used in OPALS, and where they are located in the library.

Prefix	Collection	Location
No Prefix	 - General	The central shelves of library
No Prefix	 - Storage Boxes	Boxed near the rear of the building. These contain older academic materials (mostly published before 1960).
A/V AV	 -  -  -  Audio Visual	Boxed near the rear of building on the right-side wall
CUR	 - Storage Boxes	Boxed near the rear of the building. These are mostly non-academic resources
EBOOK	 - ebooks	EBSCOhost database https://search.ebscohost.com Direct links for each ebook are also found in OPALS
NAZ	Nazarene memorabilia & historical documents	Special Collections Room. This is locked, but accessible upon request. Ask any library staff.
PER	 Journals & Periodicals	Current issues are found on the shelves as you walk into the building. Digital journals are available through DTL2 and EBSCO databases
RARE	 - Rare Books	Special Collections Room. This is locked, but accessible upon request. Ask any library staff.
REF	 - Reference	Located on the grey shelves opposite the Special Collections Room
WES	 - Wesleyan resources  Wesleyan Theological Journal  Proceedings of the Wesley Historical Society.	Special Collections Room. This is locked, but accessible upon request. Ask any library staff.

NON-CIRCULATION COLLECTIONS

The **non-circulation** sections of the library are Journals (PER), References (REF), Wesleyan (WES), Rare (RARE) and Nazarene Archive (NAZ) Collections. This means these items are not available for check-out and are not to be taken out of the library building.

These resources may be photocopied or scanned in accordance with the Copyright Regulations, which is displayed above the photocopier. The Australia guideline is for 10% of a publication or one book chapter / one article per journal. It is also possible to scan and email the document (contact library staff for assistance).

ADDITIONAL BORROWING INFORMATION

Items borrowed from the library are the responsibility of the borrowers. All overdue fines, and/or cost of damaged or missing books will be billed to the patron's account.

The library generally does not keep multiple copies of a title. It is possible however that in high demand periods (especially when academic assignments are being prepared) the borrowing period needs will be restricted to allow all students equitable access to the various resources. These items will be identified as such.

Students are encouraged to buy the primary recommended books suggested for courses in which they are enrolled. The library tries, when available, to provide books not only in physical form, but also as ebooks through EBSCO and DTL2.

BORROWING LIMITS

Undergraduate students can borrow a maximum of 10 books at a time.

Graduate and research students, and NTC staff can borrow up to 15 books at a time.

OVERDUE FEES, LOST OR DAMAGED BOOKS

Please make sure you return all borrowed items promptly to enable equitable use of the library resources for all students. Take good notice of the '**due date**' for each item borrowed and return resources by the 'due date' to avoid any fines. Please note the borrowing is by date, not time. An overdue item incurs a fee of \$1 per day, per item overdue.

- At the discretion of library staff, overdue fines may be waived if the item is returned in good condition.
- If a library item is lost or damaged beyond repair, the value of the lost item will be charged to the student's account.
- If a library item is damaged but can be repaired, please notify the library staff. Please do not attempt to repair the book yourself.
- Failure to pay fines may result in loss of library borrowing privileges.

PHOTOCOPYING / PRINTING

Strict laws govern the photocopying or scanning of published material. Periodical articles may be copied for research or private study, provided only one copy is made. A notice outlining the copyright regulations is posted near the copier/printer and beside each computer in the library's study area.

A self-service copier/scanner is in the library for student use. Please consult the library or office staff if you are uncertain as to how to operate the machine. Printed sheet cost \$0.10 in B&W.

BORROWING FOR EXTERNAL / REMOTE STUDENTS

For students without access to the campus, a scanned chapter of a book/article can be provided in compliance with copyright law. A book can also be mailed to students if required. Please send an email to the library staff with your request.

BORROWING BY SCD MEMBER INSTITUTION STUDENTS AND FACULTY

For faculty and students of other Member Institutions within the SCD (i.e. not from NTC), Interlibrary Loans of NTC's library resources are available. Please contact the NTC library staff (library@ntc.edu.au) or your own member institution's librarian for more details.

INTERLIBRARY LOANS (ILL)

If a library patron finds a resource at another library (that is not available at the John D. Fulton Library), an interlibrary loan may be possible. Please contact the library staff for help liaising with other institutions' librarians if required. Any costs incurred (e.g. ILL processing fees, postage, etc.) are the responsibility of the borrower not the institution.

ONLINE DATABASES

Instructions for how to access DTL2 and EBSCOhost (including passwords) are available through the course/student tutorial google classroom, or by asking the library staff.

DIGITAL THEOLOGICAL LIBRARY 2 (DTL2)

DTL2 is an online database that houses many eBooks and journals, including (but not restricted to) religious issues, theology, Biblical studies, Christian history, etc. The resources on DTL2 are often hosted by another website, which are accessible through the DTL2 login credentials.

<https://dtl2.libguides.com/>

EBSCOHOST

EBSCOhost is another resource platform for anyone researching religious issues and perspectives. Often these resources can be downloaded as .pdf, or .epub files for the patron's use.

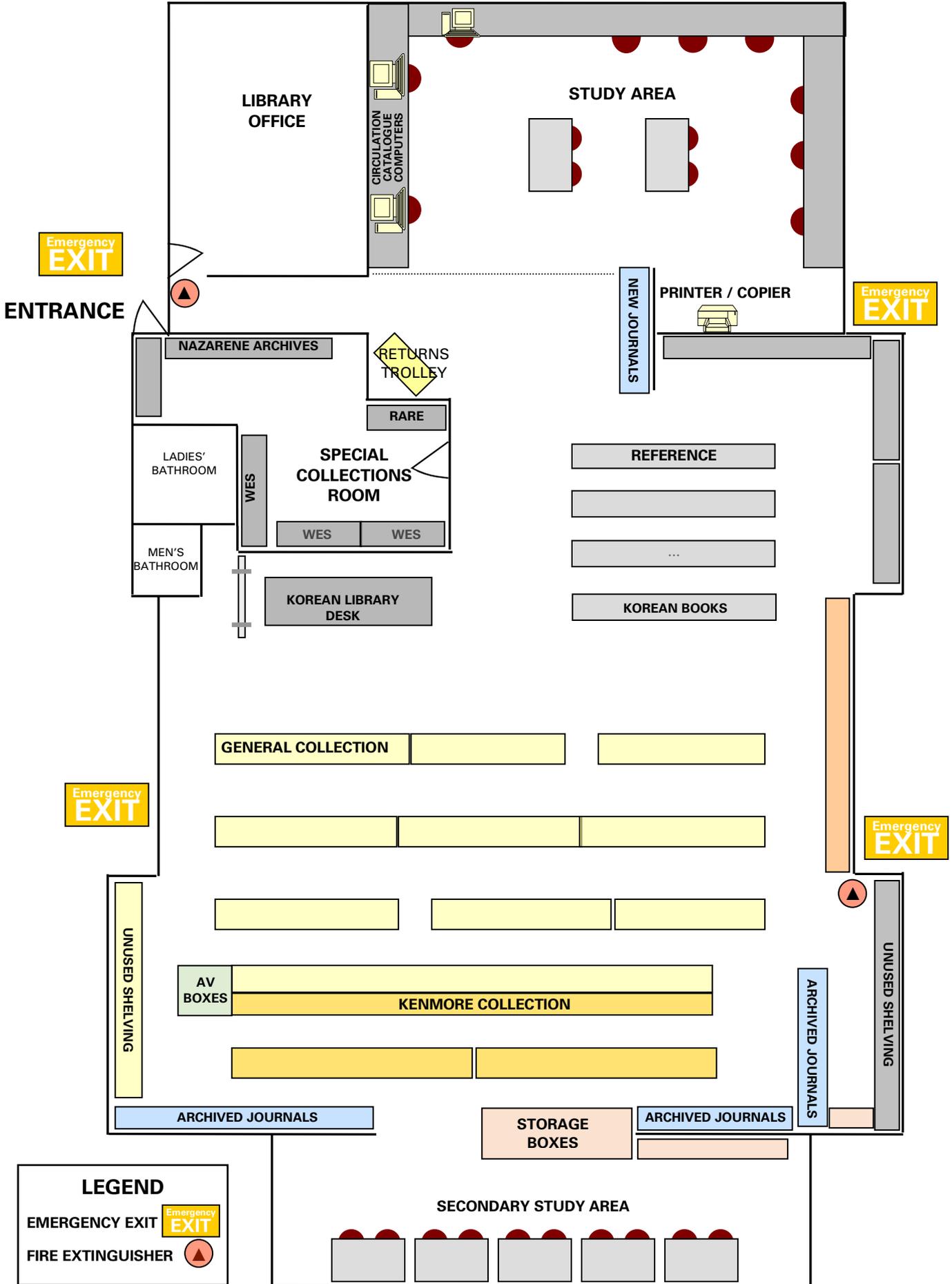
<https://search.ebscohost.com/Login.aspx>

ADDITIONAL ONLINE RESOURCES

Additional online resources are available on the library OPALS homepage, and on the NTC website: <https://ntc.edu.au/library/research-links>

Many of these materials are freely accessible to the public, including Nazarene and Wesleyan journals, theological books, Biblical commentaries, and podcasts about current topics in Christian ministry.

LIBRARY LAYOUT



LEGEND

EMERGENCY EXIT 

FIRE EXTINGUISHER 