Holy Apostles College & Seminary
Cultivating Catholic Leaders for Evangelization

Holy Apostles
Library Handbook
2021-2022

Library Updates During the COVID-19 Pandemic

Due to the COVID-19 Pandemic, the Library may need to modify some our enclosed policies for this academic year. The library staff will continue to provide research and circulation services to the best of our abilities, based on the protocols stated in the attached Appendix A:

HACS Library Building Reopening Plan 2021-2022

August 2021

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Library Mission Statement

The mission of the Holy Apostles Library is to support the academic and formation programs of our college and seminary. The library is also committed to providing access to information resources that promote lifelong learning. In fulfillment of this mission, the library is committed to serving all student and faculty populations both on and off campus via all modes of delivery.

As a Catholic institution of higher education, our collection development policies support this mission with continued emphasis on the acquisitions of materials in theology, philosophy, bioethical research, and the liberal arts. Library materials include print books, eBooks, periodicals, databases, Papal documents, Roman Curia documents, U.S. Bishops documents, and audio-visuals materials. We strive to preserve our Catholic heritage by retaining unique items in our established Special Collections and Archives departments, including the Pope Francis Collection, the Pope Benedict XVI Collection, the Pope Saint John Paul II Bioethics Collection, the Missionaries of the Holy Apostles Collection, and our College and Seminary Archives.

Library Staff and Departments

For general inquiries, please email: library@holyapostles.edu

Name	Position	Telephone Number	
		External	(Internal)
Mrs. Clare Adamo	Director of Library Services	860-632-3011	(x3011)
Br. Robert Whitton, M.S.A.	Assistant to the Director & Circulation	860-632-3009	(x3009)
Mrs. Gwen Pond	Interlibrary Loan / Serials LTA	860-632-3884	(x3092)
Mrs. Kristina Nowakowski	Cataloging Librarian	860-632-3013	(x3013)
Staff	Reference	860-632-3009	(x3009)

Library Hours   Fall & Spring Semesters
Library hours will vary during holiday breaks and summer sessions

Days	Hours	
Monday - Thursday	9:00 a.m.- noon & 1:00 p.m. - 5:00 p.m. & 6:30 p.m. - 9:00 p.m.	
Friday	1:00 p.m. – 5:00 p.m.	
Saturday	9:00 a.m. – noon & 12:30 p.m. - 4:30 p.m.	
Sunday	12:30 p.m. – 3:30 p.m. & 6:30 p.m. – 9:00 p.m.	.

Library Borrowing Privileges and Circulation Policies

All faculty, registered students, staff, and alumni of Holy Apostles may borrow library materials. All books in the general collection circulate for 4 weeks (28-days), with the option for one renewal of three weeks (21-days). Some collections permit only a 7-day borrowing period. Reference Books, Reserve Books, and all Special Collection materials do not circulate. All patrons must show a valid Holy Apostles Library card, campus ID card, or current registration receipt to borrow materials from the library. All students must be in good financial standing to borrow library materials. A student can borrow up to ten books in total on their circulation record. Please see Appendix B on pages 13-14 for our Online Circulation System Information.

Library Photocopier, Printer and Scanner Services

Photocopiers, printers, and scanner machines are located in the library for patron use. These machines accept coins and dollar bills. Copies are to be made in compliance with U.S. Copyright Law. The copyright notice is posted by all machines.

Library Copyright Compliance Policies

The library seeks to comply with all U.S. and international copyright provisions. Faculty and students are asked to consult with the Director of Library Services with initial questions concerning copyright. More involved questions concerning copyright and all requests for course reprint permissions should be forwarded to the Copyright Compliance Committee at copyright@holyapostles.edu

Library Reference Services

To assist you in your research and studies, our on-campus Reference staff will assist you in:
- locating materials from our print collections in the Library OPAC
- navigating your way through the online databases and eBook collections
- effectively conducting your research activities
- advising you on specialized materials for your discipline
- discerning quality resources and websites
- composing scholarly research papers
- following proper bibliographic and footnote formats
- incorporating library resources into preparation of public presentations and homilies
- securing technology assistance and wireless access for your personal devices

The Library Reference staff will assist you in person, via email, or via telephone/zoom services.

LibChat! 24/7 Reference Services

In addition to our on-campus Reference staff, we are happy to provide you with access to our **LibChat!24/7** Reference Chat Service. This service will connect you in real-time with a Librarian from a participating academic library. A chat form is located on the library website for your convenience. At the end of your chat, you will be emailed a transcript of your session. Any follow up will be forwarded to our Library Reference staff. This reference chat service is available to all students and faculty 24 hours a day, 7 days a week, and 365 days a year.

Library Tutorial Services

We encourage you to contact the Reference staff for a "walk through" tutorial of all of our Library services. This will allow us to personally take you through a virtual tour of our print and digital collections. You can arrange to have your personal tutorial either at our campus Library or via a telephone or zoom conversation. (library@holyapostles.edu or 860-632-3009).

Library Information Literacy Programs and Services

Information Literacy Programs and Services are available in several formats for all students and faculty.

- **Classroom Instruction** is available to any faculty member wishing to provide subject specific library services to their classes. These instruction sessions are available within the classroom or within the library.

- **Group Orientation Services** are normally provided to incoming seminarians and students at the beginning of each semester. This orientation provides a general overview of all Library print and digital services available, followed by a tour of the physical Library building and collections.

Library Interlibrary Loan Services

Holy Apostles Library participates in the interlibrary lending (ILL) program with the Connecticut Library Network (CLN). Through the CLN's ReQuest system, we share resources with over 400 participating Connecticut Libraries. As members of the American Theological Library Association (ATLA), we also enjoy reciprocal borrowing privileges with member libraries. Through both programs, we are able to borrow materials from other libraries for our on-campus faculty, students, and staff. ILL requests are limited to two per person per semester. All requests for interlibrary loans are to be addressed to the Interlibrary Loan Department at ill@holyapostles.edu or via the main Library number at 860-632-3009.

Our Library also offers an Intra-Library loan service of print books and journal articles within our collection to our online learning community. Many resources listed in our print book catalog are available for loan to you via U.S. mail services. Forms are located on our website at our Inter-library Loan Services page. We also provide location services to resources located in libraries near your home.

Library Collections

Holy Apostles Library currently maintains collections in print and digital formats. The print collections are housed in various locations within the library. The digital collections are available 24/7 via the library webpage. (https://holyapostles.edu/library)   Please consult with the library staff if you experience problems in locating any of our resources.

Print Book Collections

Holy Apostles Library maintains a print book collection of more than 60,000 volumes with an emphasis on Theology, Philosophy, Bioethics, and the Humanities. All of our books are classified according to the Library of Congress Classification System. The library print book collection is fully automated utilizing the VERSO 4.3 Software of AutoGraphics, Inc. and is available online at https://hac.agverso.com/home?cid=hac&lid=hac. Our on-line catalog allows users to search for materials by author, title, subject, and keyword. Our VERSO 4.3 software provides for both basic and advanced search capabilities

Print Reference Collection

All Reference materials are shelved according to the Library of Congress Classification system and have the notation REF above the call number. Reference materials include general and subject specific encyclopedias, almanacs, handbooks, dictionaries, manuals, atlases, biographical sources, bibliographies, and research guides. Reference materials do not circulate.

Online Databases, E-Books, and Encyclopedias

Holy Apostles Library currently subscribes to several specialized Catholic and secular academic databases and eBooks. The library also benefits from the digital resources available through the ResearchIT database program of the Connecticut Library Network (CLN). Together, these resources provide our researchers with online bibliographic and full-text access to a wide variety of subjects including theology, philosophy, science, literature, health, business, law, and general news.

Please explore the many Online Databases we have available through remote access at Databases (A-Z Listing) . You will discover a multitude of subject specific databases, full text reference sources, and an eBook and an eEncyclopedia Collection (A-Z Listing) that can support your research projects and class assignments. These digital collections are available 24/7. Access to our Library digital resources is available on-campus via our IP address. All remote access to these resources will require the appropriate Patron ID/Library Barcode at the login prompt. Please visit the "Shared with Everyone Folder" in the "Files" tab of your Populi account to locate your Patron ID/Library Barcode.

Periodical Collections

The library currently subscribes to 150 print and electronic newspapers and serials collections. We retain back issues of our print journal subscriptions and currently house over 1,400 bound volumes and 225 reels of microfilm. Periodicals and newspapers do not circulate. The *Periodicals Holdings List* is available both in print in the Current Periodicals Room and online at

Holy Apostles Journal Collections In addition, our patrons have access to all periodicals from our Connecticut State funded iCONN databases via their e-Journal Finder and all of our subscription full-text databases located on links to our Databases (A-Z Listing), and Newspapers. A microfilm reader-printer is available for access to back issues retained on microfilm.

M.A. Theses and M.A. Special Projects Collections
The Holy Apostles Library retains student M.A. Theses and M.A. Special Projects approved by our faculty since 1971. In 2012, the library began retaining digital copies of these student capstone publications in addition to print copies.

 For a list of M.A. Theses please go to: Holy Apostles M.A. Theses Collection

For a list of M.A. Special Projects please go to: Holy Apostles M.A. Special Projects Collection

Print Indexes and Abstracts
Holy Apostles Library retains its specialized print collection of Indexes and Abstracts to support research in areas not covered by current online databases. Indexes and Abstracts do not circulate.

ATLA Index	1949-1952
Canon Law Abstracts:	1978-1983, 1985-present
Catholic Periodical Index:	1943-1966
Catholic Periodical and Literature Index:	1967-2009
Essay and General Literature Index	1960-1968, [1969]-1973, [1974]
Guide to Catholic Literature:	1888-1940, 1944-1962, 1964
Humanities Index:	1974-2008
Index to Religious Periodical Literature	1953-1974, 1981-June 1984
New Testament Abstracts:	1979-1982, 1985-present
Old Testament Abstracts:	[1982], [1985], 1986-present (Also on mfm 1991-98)
Readers Guide to Periodical Literature:	1963-2008
Social Sciences Index	1974-2008

Audio-Visual Collection
Our DVD and video-cassette collection includes 200+ titles. A copy of the *Holy Apostles Library DVD/Video Collection* is available in the library. All titles are available for a one-week circulation period. There is a videocassette player available for use within the library. Most public computers are equipped with DVD players.

Our classical and sacred music collection includes 500+ CDs and vinyl records. All titles are available for a four-week circulation period. A phonograph with headphones is available for use within the library. All audio-visual resources circulate to Holy Apostles faculty, students, and staff only.

Library Late Fees and Fines Policies

Any student who owes library materials will be given an initial email as a reminder of the items due back in the library. If the student does not respond to the initial notification within two weeks, a second "Overdue Notice" will be sent to the student. If materials are not returned within two weeks of receipt of this notification, a "lost items" invoice will be emailed to the student at the current replacement cost plus a $20.00 processing fee. A hold will also be placed on the student's record with the Registrar's Office. Students who owe materials to the library will not be permitted to borrow additional materials. Student transcripts and diplomas will not be released for these students until all fines have been paid.

Library Computer Classroom Use Policies

Housed within the library is a computer classroom. The library is committed to providing the technology necessary to support the intellectual and spiritual activities of our students and faculty. Continuous upgrades of our computer classroom facility enable our students to conduct research and produce reports on-site. Our wireless networked environment allows students to utilize their own laptops and portable devices to access our library resources.

The Computer Classroom is open for general use during the normal working hours of the library. This room will be closed to general use during library and faculty instruction classes and scheduled computer maintenance. All students, faculty, and staff will be assigned a **Websense password** for access to the Internet by the Registrar's Office.

The computer classroom is to be utilized for authorized academic and administrative purposes only. Individuals not acting in compliance with these regulations risk loss of computer privileges. The following policies are to be observed for optimal maintenance of the Library Computer Classroom.

Dos of the Library Computer Classroom

- Computer equipment may be utilized for Internet access, word processing, and e-mail access at any time during the normal working hours of the library, unless the room is closed for classroom instruction or scheduled computer maintenance.
- The purchase of any removable storage media is the responsibility of the user of Holy Apostles Library equipment.
- Users may listen to music CD's or other audio files with the use of headphones only.
- Holy Apostles Library computer equipment may be utilized for e-commerce purchases with the stipulation that Holy Apostles and any of its affiliates are in no way liable for unsatisfied transactions.
- Do be considerate of your time. At peak times of use, the library staff reserves the right to restrict computer use to one-hour time slots per user.
- Honor all posted copyright notices on web sites.

Don'ts of the Library Computer Classroom

- Do not share your personal Websense password with others.
- Do not install any personal software on any Holy Apostles Library computer. All requests for software installations must go through the Computer Classroom IT Administrator.
- Do not attempt to de-install any software programs that have been installed on the Holy Apostles Library computers.
- Do not attempt to save any files, programs, games, plug-ins, or services on the Holy Apostles Library computers. You may only save to removable storage media.
- Do not download any browser plug-in updates. All software updates will be fulfilled by the Computer Classroom IT Administrator on a scheduled basis.
- Use of Holy Apostles computer equipment for personal for-profit activities is prohibited.
- Never bring beverages or food into the Library Computer Classroom.

Library Services to the Online Learning Community (in Summary)

It is the goal of Holy Apostles Library to support the educational and research needs of all its students and faculty regardless of their physical location. The library staff is committed to providing reference assistance and fulfilling requests for research materials. We also provide location information to our Online Learning community so students and faculty can obtain materials through their local public libraries. The following policies and procedures apply to all students and faculty for the duration of the academic semester(s) in which they are enrolled or teaching.

- All Online Learning students and faculty are eligible to use any electronic databases available through the Holy Apostles Library.

- Remote access is available to any Online Learning student enrolled in at least one course and Online Learning faculty teaching at least one course, in the current academic semester.

- Remote access to electronic databases will be provided to Online Learning students and faculty through the use of a Patron ID/Library Barcode. Please visit the "Shared with Everyone Folder" in the "Files" tab of your Populi account to locate your Patron ID/Library Barcode.

- Online Learning students who are granted an incomplete for their present semester may request an extension of their library services for a period of six weeks. This request should be emailed to the Director of Library Services at library@holyapostles.edu.

- Online Learning students and faculty (in the Continental U.S.) may request to borrow up to two (2) books at a time from the Holy Apostles Library collection. A shipping/insurance fee will apply. The Director of Library Services has discretion as to the eligibility of materials for loan. Please review the Intra-Library Loan Fee Structure and complete the request form at: Inter-library Loan Services

- Online Learning students and faculty may request photocopies of documents and articles from the Holy Apostles Library periodical collection within the limits of copyright compliance. A shipping/copyright fee (if applicable) will apply. Please review the Intra-Library Loan Fee Structure and complete the request form at: Inter-library Loan Services

- The Holy Apostles Library cannot borrow books from other Libraries for our Online Learning students and faculty. We ask that you visit the Interlibrary Loan Department (ILL) of your local public library for this service.

- If you are interested in further individualized assistance with library resources and services, please email the Director of Library Services at library@holyapostles.edu to schedule a tutorial session.

Library Committee

The Library Committee is an approved Committee of the Holy Apostles Faculty Senate. The purpose of the Library Committee is to assist the Director of Library Services, to act as liaison between the library, the faculty, and students, and to recommend acquisitions and budgeting priorities. The members of the Library Committee include the Director of Library Services (Chair), two on campus faculty and two on-line members elected by the Faculty Senate, and two students appointed by the Student Council. The duties of the members are as follows:

- To review annually the status of the library, the statistical information, expenditures and Library personnel.
- To make recommendations for improvement or additions to library services.
- To receive from the administration, faculty or students' recommendations on how to improve library services.
- To assist the Director of Library Services in making regular reports to the administration, faculty, or students.
- To oversee the revisions and additions to the *Holy Apostles Library Handbook*.

The Library Committee meets once each semester in March and October. Anyone wishing to contact the Committee, please email the Chair at library@holyapostles.edu or 860-632-3009.

Appendix A:

HACS Library Building Reopening Plan 2021-2022

In accordance with the Governor Lamont's *Sector Rules for Reopening Connecticut Libraries*, *June 6, 2020* and the *CCALD Guiding Principles for Reopening Connecticut's Academic Libraries July 24, 2020,* visitors are requested to adhere to the following protocols in the HACS Library to ensure safe usage during the academic year 2021-2022 due to the Covid-19 Pandemic.

- The HACS library will remain closed to the general public.
- Only currently registered students, teaching faculty, staff, and resident members of the Holy Apostles Community may use the library

The following protocols are to be followed while visiting the library:

1. All visitors must wear a face mask for the duration of their time in the library. Face masks are available at the front desk.

2. All visitors must sanitize their hands upon entry into the library.

3. All visitors must sign in and out on a daily basis to ensure adequate contact tracing, should the process become necessary for campus safety.

4. All visitors must respect the signage regarding seating, maintaining proper social distances, browsing within the bookstacks, usage of the computer classroom, and usage of library materials.

5. Only library staff will to be permitted behind the Circulation Desk and the Reserve Reading Shelves area.

6. Library workspaces/desks will be reduced to half or less to provide for the mandated social distancing. Visitors may ask to sign up for a specific desk space for a two (2) hour time slot per day if seating demand becomes great.

7. The computer classroom will also be following a 50% or less seating usage as defined by the Governor's mandate. Hence, only every other computer will be made available. Visitors may ask to sign up for a specific computer for a two (2) hour time slot per day if the demand becomes great.

8. Books on the Reserve Reading shelves will continue to be available to students and faculty. These materials will continue to be for in the library usage only. Visitors are asked to sanitize their hands when borrowing a Reserve book for reading, copying, or scanning.

9. Use of the copier/scanner machine and the associated dedicated computer will require a limited, one-person-at-a-time usage. Each individual will sanitize the equipment before each use. Cleaning supplies will be located in this area. All visitors waiting their turn to copy/scan will remain outside the defined perimeter.

10. Browsing the books stacks will be permitted on a one-person-per-aisle-at-a-time only basis. This procedure is in effect for all Reference and all Circulating book stacks.

11. Circulating books will continue to be available for loan to currently registered students and faculty. The procedures for borrowing and returning books will be posted at the Circulation Desk.

12. All returned books will be quarantined for three (3) days before being permitted to re-circulate.

13. Library staff members will continue to work remotely whenever possible. Students and faculty wishing to schedule an appointment for a remote reference session with the reference staff should schedule an appointment with the Director of Library Services by emailing library@holyapostles.edu or by telephoning 860-632-3011.

14. Library staff members choosing to work full or partial hours within the library building will follow the protocols 1-3 above regarding masks, hand sanitizing, signing in and out, and social distancing.

15. Library staff members working within the building will follow the protocols 4-12 and guide all visitors in adhering to all protocols 1-12.

16. Copies of this *HACS Library Building Reopening Plan 2021-2022* will be made available to all visitors upon entry into the library. Copies will also be posted throughout the library.

Appendix B:
HACS Library Online Circulation System
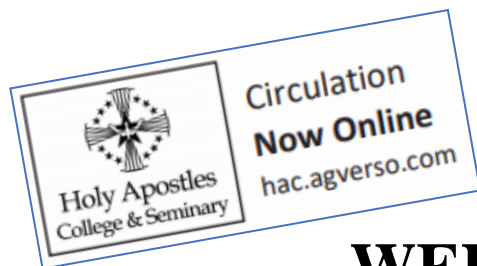
WELCOME TO THE ALL NEW!

Online Circulation @
Holy Apostles College & Seminary Library

Holy Apostles College & Seminary Library will be transitioning to an online circulation system using our Integrated Library System (ILS) called Verso Auto-Graphics. This is the ILS that currently hosts the online public access catalog (OPAC) that the library uses for cataloging and searching our print book collection.

Some of the advantages of moving to an online circulation system are as follows:

1. **CHECKOUT SIMPLIFICATION & VARIABLE "DUE DATES"**
   No need to sign your name and room number to check out books any longer. Checking out will be done by having your books scanned into the library system against your patron record. A patron record has already been loaded into the library system based on your student ID and information from Populi.

   Once your books are checked out, you may request to receive a single receipt indicating the books you've checked out and the date they are due back.

   The due date will now be a variable date that will be 4 weeks from the date of checkout.
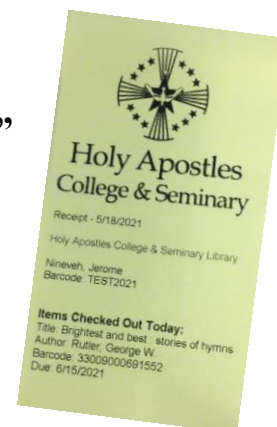
2. **EASE OF DETERMINING WHAT BOOKS YOU HAVE OUT & WHEN THEY ARE DUE**
   Library staff will be able to provide you with a printed list of the book titles you have checked out.

   Additionally, you will be able to access this information by logging into your account within the "Print Book Catalog" option from the library website or by going directly to **hac.agverso.com**. Select "Please Login" from the top right. Your account name is your Populi student ID (located under the "Student" tab under the "My Profile" tab in the upper right-hand corner in Populi) and the default password is 1234. Once you first log into your account, you can change this password (select "Your Account" – "Your Profile" – & type in a new password in the "Password" box).

3. **EASE OF DETERMINING IF A BOOK IS AVAILABLE & REQUESTING A "HOLD" IF IT IS NOT AVAILABLE**

    With online circulation, if a book is checked out to another patron, the status will show the date that it is due back. If the book is checked out, you can ask the library staff that a "hold" be placed. You will be contacted once the book is returned.

4. **PRIVATELY SEE YOUR CHECKOUT HISTORY IN YOUR PATRON ACCOUNT**

    Once signed into your Library account (see #2), select "Your Account" – "Checkout History" – "Activate History" in order to initiate the system keeping your checkout history available for you to view

5. **RECEIVE AUTOMATIC EMAIL NOTICES OF BOTH BOOKS DUE & OVERDUE**