

# **HOLY APOSTLES LIBRARY HANDBOOK 2025 – 2026**

Updated August 2025

Library policies are subject to change without notice

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### **Library Mission Statement**

The mission of the Holy Apostles Library is to support the academic and formation programs of the Holy Apostles College and Seminary. The Library is committed to providing access to information resources that provide 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. The Library is now open to the public.

As a Catholic Institution of higher education, our collection development policies support this mission with a continued emphasis on the acquisitions of materials in theology, philosophy, bioethical research, and the liberal arts. Library materials include print books, eBooks, journals, databases, Papal documents, Roman Curia documents, U.S. Bishops documents, music, and audio-visual materials. We strive to preserve our Catholic heritage by retaining unique items in our Special Collections/Archives department, the Popes Collection, and the Bioethics collection. To preserve our campus heritage, we retain our Missionaries of the Holy Apostles (MSA) Collection, Seminary Archives, and our growing Collection of faculty and Alumni publications.

### **Library Staff and Departments**

Ms. Marian Farley, MLS	Director of Library Services	860-632-3011
Mrs. Joan Chasse, MLS	Librarian, Interlibrary Loans & Serials	860-632-3884
Ms. Kristina Nowakowski, MLS	Librarian, Head of Technical Services	860-632-3013
Br. Robert Whitton, MSA	Assistant to the Director & Circulation Assistant	860-632-3009

### **Library Hours – Fall & Spring Semesters**

#### **Library door is now unlocked during hours of operation**

Monday – Thursday	9:00am – 5:00pm & 6:30pm – 9:00pm
Friday	9:00am – 4:30pm
Saturday	9:00am – Noon & 12:30 – 4:30pm
Sunday	12:30pm – 3:30pm & 6:30pm – 9:00pm

### **Library Hours Summer**

(Beginning date varies depending on Memorial Day)

Monday – Thursday	9:00am – 4:30pm
Friday	9:00am – Noon
Saturday	CLOSED
Sunday	CLOSED

### **Library Hours – Holidays**

Holiday hours vary, please check the Holy Apostles Library website or call 860-632-3009.

### **Borrowing Books and Materials**

**Reference Books, Reserve Books, and Archives/Special Collections do not circulate.**

- HACS faculty, staff, and students may check out materials by presenting their names at the circulation desk.
- Public patrons may check out books by presenting a valid form of identification such as a driver's license.
- Library staff will record patron information and verify the status of the patron prior to checkout. For public patrons Library staff will make a copy of the valid ID presented and retain it in Library records.
- Books may be checked out for four weeks.
- The maximum number of books that may be checked out at a time is seven.
- Other materials have different borrowing periods – see Library staff for details.
- Books may be renewed for one four-week renewal period, provided no one is waiting for them.
- If a Public patron wishes to look at an archival/Special Collections book, they need to make an appointment with a Librarian.

### **Computers**

Computers are reserved for HACS faculty, staff, students and religious only. Public patrons may use the Kiosks only (Kiosks are used to look up materials held by the HACS Library).

### **Library Photocopier, Printer, and Scanner Services**

Photocopiers, printers, and scanners are located in the computer room of the library. These machines accept coins and dollar bills. Photocopiers and scanners are available to the public. Printers are NOT available to the Public.

### **Copyright Laws**

The HACS Library complies with all United States copyright laws. Title 17 of the U.S. Code and the Fair Use description are posted by the photocopier/printer/scanner machines in the library. All users are expected to abide by the guidelines stated.

### **Interlibrary Loan Services**

HACS Library participates in the interlibrary loan (ILL) program with the Connecticut Library Consortium (CLC). We share resources with over 200+ participating Connecticut libraries. As members of the American Theological Association (ATLA) we also enjoy reciprocal borrowing privileges with member libraries. State of Connecticut Interlibrary loan services are available to the Public. All other ILL services are not available to the public. All requests for interlibrary loans is to be addressed to the Interlibrary Loan department at [ill@holypostles.edu](mailto:ill@holypostles.edu) or 860-632-3092.

HACS Library also offers loan services of print books and journal articles within our collection to our online learning community. Books are sent to online students via U.S. Mail.

### **Reference Services**

The Reference staff are available to assist students with their studies and research through:

- Locating materials
- Tutorials

- Helping to navigate your way through online databases and the Library catalog
- Assisting students with professor reserves.
- Advising you on specialized materials for your discipline
- Assistance with your devices

The Reference staff will help any Public patron locate materials in the library and assist with devices where possible.

### **LibChat! 24/7 Reference Services**

This service connects you in real-time with a professional librarian from a participating academic library. This service is available to all students/faculty members 24 hours/a day 365 days a year. It is not available to our public patrons.

### **Library Tutorial Services**

The Library staff are available for an in-person tour and tutorial of the HACS Library. We also provide a virtual tour and tutorial of our print and digital collections via telephone. Please email [mfarley@holypostles.edu](mailto:mfarley@holypostles.edu) or call 860-632-3011. We will gladly provide an in-person tour to our Public patrons.

### **Print Reference Collection**

The Library maintains a print reference collection consisting of subject specific encyclopedias, almanacs, handbooks, dictionaries, biographical sources, and commentaries on the church fathers and the doctors of the church. Reference materials do not circulate.

### **Online Databases, eBooks, and Encyclopedia**

Due to contractual agreements online databases, eBooks, and Encyclopedias are NOT available to the Public. The Library currently subscribes to various databases with full text access to the content on a wide variety of subjects including theology, philosophy, science, literature, health, bioethics, business, and law. Remote access is available through the library's website, using your holypostles.edu email address. Check out our

A-Z Database Listing, Encyclopedia Collection (A-Z listing) and our eBook collection. If you are having trouble accessing these sources, please contact the Library at (860) 632-3011.

### **Print Journal Collection**

The Library currently subscribes to over 130 print journals. We retain back issues of our print journals and currently house over 1,500 bound volumes and 225 reels of microfilm. The Periodicals Holding List is on the Library website.

### **Library Late Fees and Fines Policy**

Any student who owes library materials will be sent an initial email as a reminder of the item(s) due back to 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 the two weeks from the second "Overdue Notice" the student will be sent a "Lost Item invoice". That invoice is the current cost of the item plus a \$20 processing fee. A hold will be placed by the library on a student's record with the Registrar's Office. Students who owe materials to the Library will not be permitted to borrow additional items. Student transcripts and diplomas will not be released for these students until all fines have been paid.

### **Safety and Security**

Evening hours of operation require at least two staff members on duty. Upon closing, staff members may be escorted to their vehicles or on-campus housing by seminarians if desired. This services, is managed by the Vice-Rector of the seminary.