

Children's Literature (H. J. Kuiper Room)

The Children's Literature Collection, on the 5th floor, southwest corner, contains a large number of children's books. The room is especially useful to students in elementary education. Books in this collection may be borrowed for three days.

Curriculum Center

Although WebCat contains bibliographic information for Curriculum Center materials, the collection is part of the Instructional Resources Center and is located in Hiemenga Hall, Rooms 211-220. Student teachers and K-12 teachers will find helpful instructional resources here. Visit the Curriculum Center web site for hours.

Folio

Very large books are designated in WebCat as "Folio". These oversized books are located on the 5th floor following the "Z" call number.

Government Documents

The Hekman Library is a partial depository for government documents. This collection is located in the southwest corner of the 2nd floor on blue movable shelving. Items in this collection circulate only with permission from the government documents staff or the librarian at the Research Assistance desk.

Heritage Hall Archives (L242)

The archives contain historical materials of Calvin College, Calvin Theological Seminary and the Christian Reformed Church and its agencies. This special collection is open Monday through Friday, 8 a.m. - 5 p.m., or as posted on the Heritage Hall web site.

H. H. Meeter Center for Calvin Studies (L415)

The Meeter Center contains one of the most extensive collections of books and articles on John Calvin and Calvinism available anywhere. It is located in the south wing of the 4th floor. Hours are Monday through Friday, 8 a.m. - 12 Noon and 1 - 5 p.m., or as posted on the Meeter Center web site.

Microforms

Most microforms and the necessary reading/copying equipment are located on the south side of the 2nd floor.

Ministry Resource Center

The Ministry Resource Center, located in the northeast corner of the 4th floor, is a collection of practical resources for all aspects of congregational ministry. It serves as a resource for seminarians, college students and faculty, and church leaders. Most of the collection does not circulate.

Rare Books

Books and journals considered rare or valuable are identified in WebCat. Use of this collection is restricted. Inquire at the Research Assistance desk for more information.

CIRCULATION

There are two circulation desks – the full-function desk on the 2nd floor and the limited-function one on the 3rd floor. Please use the desk on the 2nd floor if you need to do something other than simply check out an item.

Patrons

Users other than Calvin students, faculty, and staff must fill out a registration form. Guests who are not alumni must pay a \$15 fee for a library card which is valid for six months. The library card gives the holder permission to check out material. The Interlibrary Loan service, use of the DRC computers, and other tools and services are not included in the purchase of the card. The library does not participate in the **MichiCard** program.

Loan Period

The loan period depends on the type of user and type of material. Please inquire at the main circulation desk on the 2nd floor for details.

Holds & Recalls

If a book is already checked out, a "hold" may be placed using WebCat, or ask for assistance at the circulation desk. You will be notified when the book has been returned. It will be held in your name for seven days. Under certain circumstances, a book may be "recalled". A recalled book is returned **before** it is actually due. Consult with a staff member at the Circulation desk for the best option.

Returning Books

Books checked out may be returned to the book drops near the 2nd and 3rd floor entrances, or at the circulation desks. Books which have been used in the library should be placed on nearby tables or book trucks. Reserve books should be returned directly to the circulation desk.

Overdue Notices

The library sends notices to borrowers who have overdue books. Failure to receive a notice does not excuse the borrower from payment of overdue fines.

Fines

For items borrowed from the regular collection, there is a grace period of 3 days, during which the fine does not accrue. On the 4th day the overdue charge is \$1.00 per book. Each additional day is \$.25 up to a maximum fine of \$5.00. See **Reserve Books** below for the fine scheme for items on reserve.

Reserve Books

To ensure each student access to assigned or recommended books, certain books are placed on reserve at the request of the course instructor. The books may be on two-hour, one-day, three-day, or one-week reserve. Reserve books are requested at the main circulation desk on the 2nd floor. The fine rate for reserve books is as follows: two-hour and one-day books: fifty cents for the first hour or fraction thereof, and twenty-five cents for each additional hour or fraction thereof; three-day and one-week books: fifty cents per day. There is no grace period for reserve material.

SPECIAL FACILITIES

Disabled persons are urged to request assistance from any library employee.

Photocopying: Coin/VendaCard™-operated photocopiers are available on each floor of the library. VendaCards can be purchased at a dispenser near the copiers located on the 2nd floor and on the 4th floor. A bill changer is available on the 2nd floor near the Venda-Card machine.

Computer Lab: Computers are available on the 1st floor for current staff and students. A few computers are available for alumni. Most of the computers in the Digital Research Center on the 2nd floor are also restricted to Calvin members who have a valid KnightVision password. A few computers are open to the general public.

Group Study: Small group study rooms are available on various floors of the library. They can be used on a first come, first served basis. Please inquire at the Research Assistance Desk on the 2nd floor for the location of these rooms.

Restrooms

Unisex: 2nd floor, northwest (212)

Women's: 1st floor, north (118)
3rd floor, northeast (300)
5th floor, southwest (504)

Men's: 1st floor, north (120)
4th floor, northwest (405)
5th floor, southwest (505)

OTHER REGULATIONS

No food or beverages (except in covered containers) are permitted on floors three through five of the library. Food and beverages are allowed on the 2nd floor, but not near computers. Violators may be subject to a \$5 fine.

Floors three, four, and five are considered "quiet" floors. Talking and socializing must be kept to a minimum. The 2nd floor is not designated as a "quiet" floor.

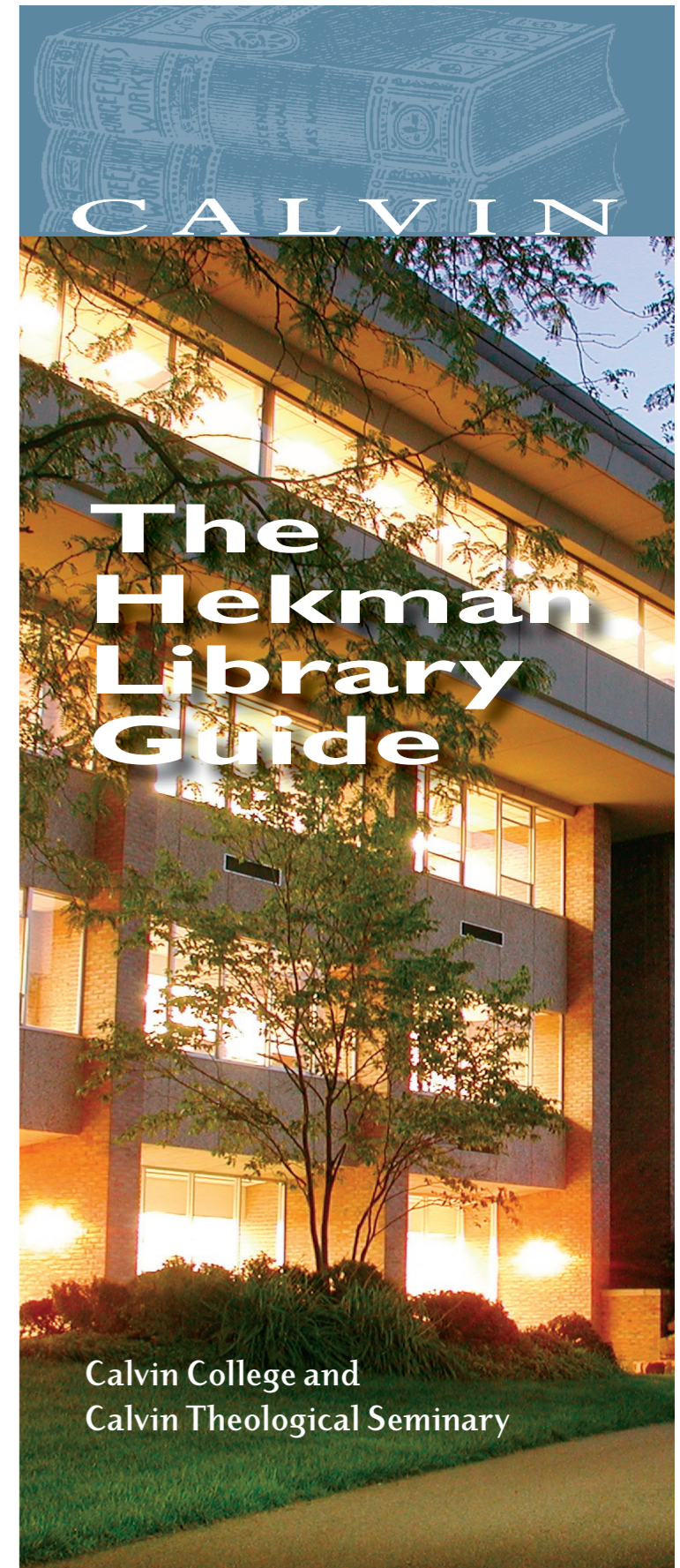
ALTERNATE FORMAT

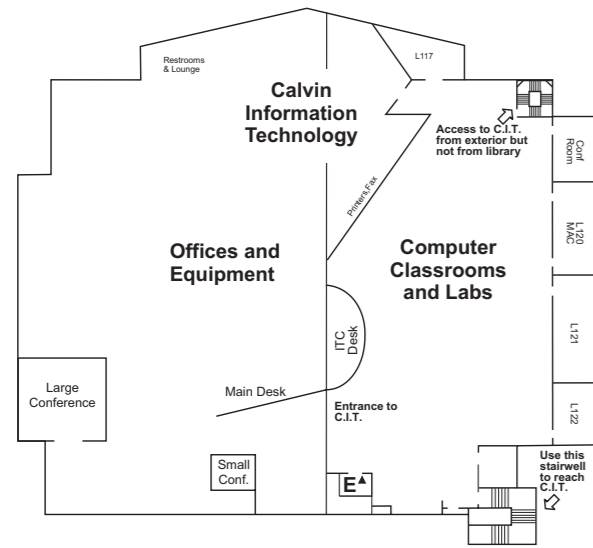
The Information in this publication can be provided in an alternate format. Please call 1-800-688-0122 to request this service.

L.C. CLASSIFICATION SYSTEM

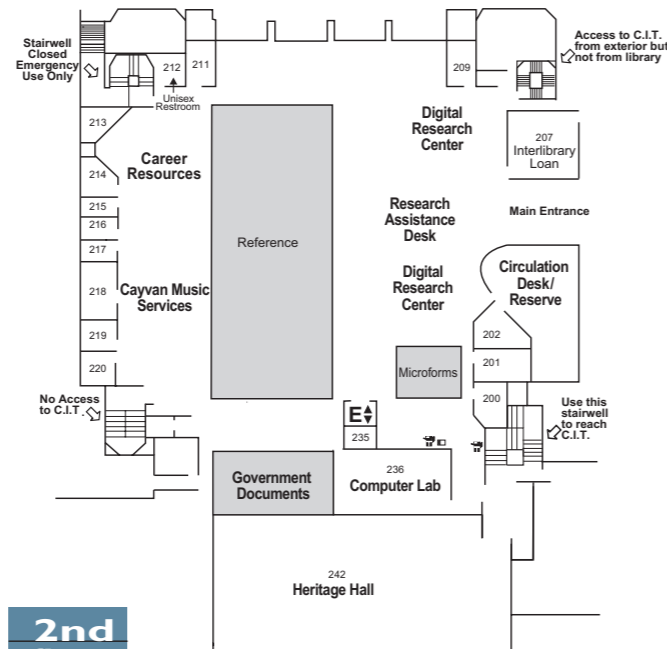
4th floor	A— GENERAL WORKS B-BJ— PHILOSOPHY B— Philosophy BF— Psychology NJ— Ethics BL-BX— RELIGION BL— Religions, Mythology BM— Judaism BP— Islam, Bahaim, Theosophy BR— Christianity BS— Bible BT— Doctrinal theology BV— Practical theology BX— Denominations and sects C— AUXILIARY SCIENCES OF HISTORY CB— History of civilization CC— Archaeology CT— Biography
3rd floor	D— HISTORY (GENERAL AND OLD WORLD) DA— Great Britain DC— France DD— Germany DK— Russia DS— Asia DT— Africa E-F— HISTORY (AMERICA) G— GEOGRAPHY, ANTHROPOLOGY, FOLKLORES, MANNERS AND CUSTOMS, RECREATION G— Geography GN— Anthropology GV— Recreation H— SOCIAL SCIENCES HB-HJ— Economics HM-HX— Sociology
5th floor	J— POLITICAL SCIENCE K— LAW L— EDUCATION M— MUSIC N— FINE ARTS P— LANGUAGE AND LITERATURE P— Philosophy PA— Classical PB-PH— Modern European languages PG— Russian Literature PN— Literature (General) PQ— Romance literature PR— English literature PS— American literature PT— German and Dutch literature PZ— Juvenile literature Q— SCIENCE QA— Mathematics QD— Chemistry QB— Astronomy QC— Physics QK— Botany QL— Zoology R— MEDICINE S— AGRICULTURE T— TECHNOLOGY U— MILITARY SCIENCE V— NAVAL SCIENCE Z— BIBLIOGRAPHY AND LIBRARY SCIENCE

Cover photo by Luke Robinson
10733LIB0205



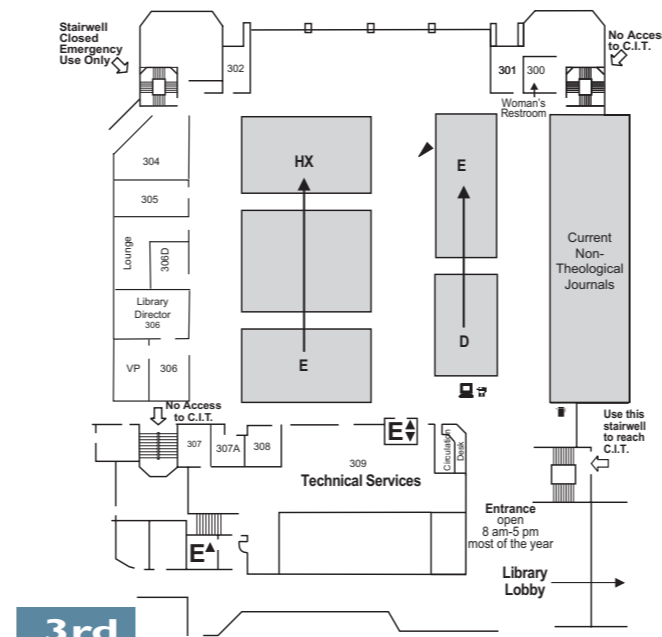


1st floor



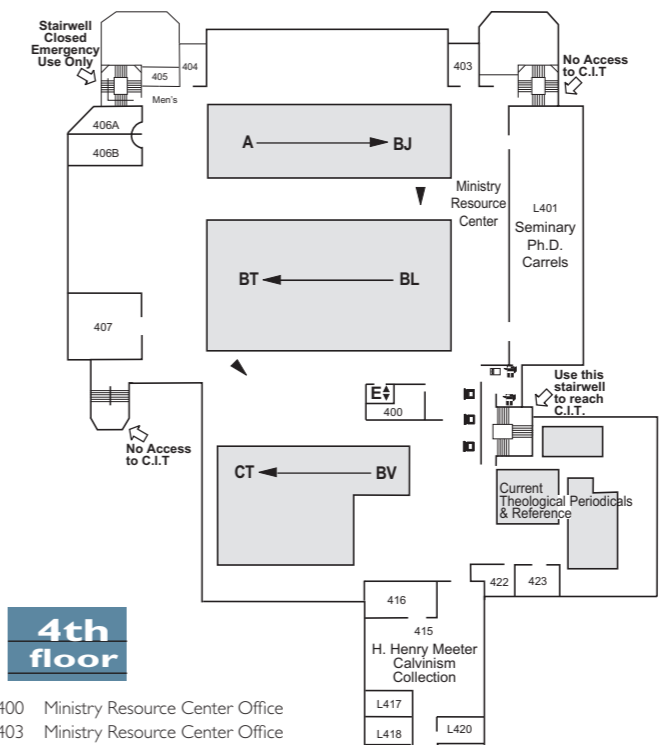
2nd floor

- | | |
|-----------------------------------|--------------------------------|
| 200 Reference Librarian | 214 Career Services |
| 201 Electronic Services Librarian | 218 Cayvan Office/Control Room |
| 202 Circulation Coordinator | 235 Government Documents |
| 207 Interlibrary Loan | 236 Computer Lab |
| 209 Office | 242 Heritage Hall Archives |
| 212 Restroom (unisex, accessible) | |



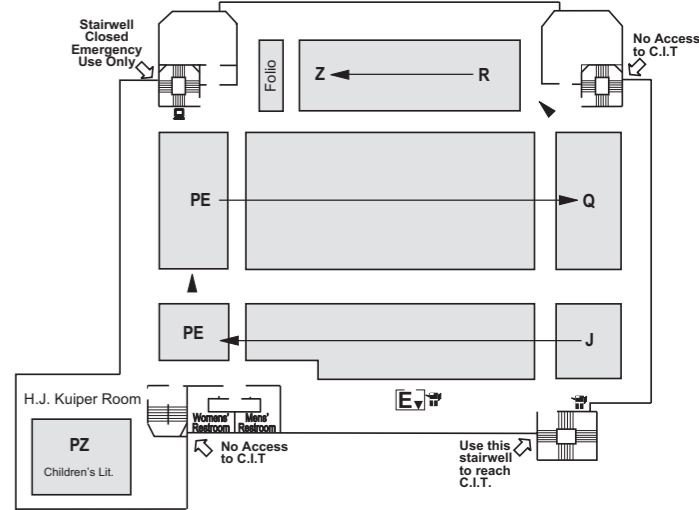
3rd floor

- | | |
|-----------------------------------------------------------------|--------------------------------|
| 301 Group Study | 306 Office: Library Director |
| 302 Office | 306D Group Study |
| 304 Seminars in Christian Studies | 307A Acquisitions Librarian |
| 305 Conference Room | 308 Library Systems Programmer |
| 306 Office:VP of Administration, Finance & Information Services | 309-311 Technical Services |



4th floor

- | | |
|-------------------------------------|--------------------------------------------|
| 400 Ministry Resource Center Office | 416 Director of the H. Henry Meeter Center |
| 403 Ministry Resource Center Office | 422 Theological Librarian |
| 404 Group Study | 423 Theological Librarian |
| 405 Men's Restroom | |
| 406 Offices | |
| 407 Faculty Carrels | |



5th floor

Welcome to the Hekman Library. The purpose of this guide is to help you make the fullest and best use of the library's resources. Of course, if this brochure doesn't supply an answer, contact any member of the library staff for assistance. A more complete explanation of nearly everything discussed in this brochure can be found on the Hekman Digital Library (<http://www.calvin.edu/library/>).

The Hekman Digital Library (HDL) contains a wealth of information, tools, and services. This is the first tool a researcher will use when using Calvin's library. Through the HDL, a researcher will have access to thousands of electronic journals and books, millions of articles, dozens of subject-specific databases, and much, much more. Visit it often. Current staff and students can access many of the HDL research tools from off-campus by entering a KnightVision ID and password. Alumni and guests do not have off-campus access to many of the library's electronic resources. Guests may find similar research tools on their local public library's web site.

Hours of Operation

During the regular school year, the library is open from 8:00 a.m. to 12 midnight, Monday through Thursday; 8:00 a.m. to 8:00 p.m., Friday; and 9:00 a.m. to 8:00 p.m., Saturday. The library is closed Sunday. Library hours follow the college calendar and change frequently. Please check the signs at points of entry, at the circulation desks, and on the Hekman Digital Library web site for the latest information.

SERVICES & COLLECTIONS

Hekman Library Floor Plan

The Hekman Library building has five floors. The library occupies floors two through five. Calvin Information Technology (CIT) offices and labs occupy the first (basement) floor. The main entrance on the 2nd floor is barrier-free and is open whenever the library is open. Another barrier-free entrance, located on the 3rd floor, is open 8:00 a.m. to 5:00 p.m., Monday through Friday, during the academic year and 8:00 a.m. to 4:30 p.m. during the summer. CIT can be accessed from the exterior at the northeast corner of the building (not barrier-free), or by using the southeast stairwell or the elevator on any floor.

Collection Classification

The library uses the Library of Congress classification system to organize most of its collections. This system is commonly found in academic libraries and differs from the Dewey classification system used by most K-12 libraries and public libraries. An outline of the LC classification system is contained elsewhere in this guide.

Locating Library Holdings

The library's holdings can be searched using **WebCat**. Find WebCat on the HDL front page. WebCat contains more than 750,000

records representing every book, journal, government document, microfilm, and sound recording housed in the main collection and the numerous special collections. (See the **Special Collections** section of this brochure). WebCat also provides links to more than 200,000 scholarly items on the Internet.

Reference Collection and Services

The main reference collection is located behind the Research Assistance Desk on the 2nd floor. Abstracts, almanacs, atlases, bibliographies, encyclopedias, handbooks, and yearbooks are among the materials located here. These books do not circulate. Theological (BL-BX) reference books are located on the 4th floor in the southeast corner.

Librarians staff the Research Assistance Desk most hours the library is open. They are skilled at solving research problems and have extensive knowledge of the library's holdings.

Digital Research Center

On either side of the Research Assistance desk is the Digital Research Center. These computers can be used to access the growing amount of digital information and digital services maintained by the library staff. Most of the computers are restricted to use by Calvin members who have a valid password. A few computers are open to the general public.

Interlibrary Loan (L207)

Calvin College and Seminary students, faculty, and staff may obtain books and periodical articles free of charge through the Interlibrary Loan service. Calvin alumni have limited permission to use this service. Check with the ILL manager for details. Other patrons are requested to use their public library or the institutional library where they are enrolled. Average delivery time is one week.

Periodicals & Journals

Current periodicals & journals are located in three areas. Most of them are located on the east side of the 3rd floor. Theological and religious journals (BL thru BX) are found on the 4th floor in the southeast corner. Very specialized science journals are located in the Science Building. Current science journal issues are in various department reading rooms in the Science Building and bound volumes are in B52, North Hall. Like books, all bound periodicals are shelved according to their Library of Congress call numbers.

Theological Division

The Theological Collection (books and bound periodicals designated by the call letters BL thru BX) is located on the 4th floor. The collection, librarians, and services on that floor support the curricular and research needs of the seminary, but the collection is available to all users.

SPECIAL COLLECTIONS

Most of the resources housed in these collections can be located by searching WebCat. Circulation policies for these collections differ from those for the regular library collection. Please consult with a staff person in the collection area for details.

Career Resource Center (L214)

The Career Resource Center, located on the west side of the 2nd floor, contains a wealth of job-search resources and information. Open during all library hours, the Career Center usually has staff on hand to assist you with questions, computer logins, resumes, and other career-search matters.

Cayvan Recorded Media Center (L218)

The Cayvan RMC operates as a multipurpose facility located on the 2nd floor. It contains the audio and audiovisual collections of the library, provides reserves and playback equipment for all types of recorded media, and houses the Calvin Choral Music Collection. Normal hours are Monday–Thursday, 8:30 a.m.–10:00 p.m., Friday, 8:30 a.m.–5:00 p.m., and Saturday, 10:00 a.m.–5:00 p.m., or as posted on the Cayvan web site.