

Benedictine College Preparatory Library
Faculty Handbook

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Welcome & Introduction

Welcome to Benedictine Library. This handbook is designed to help Benedictine College Preparatory faculty plan their own – and their students’ – use of library resources and services. It contains essential information about the library and will be revised annually. Feel free to contact the librarian for additional information or assistance. Service to users is the ultimate goal of all library activities.

PILOT: Promoting Information Literacy Over Time

Our PILOT Quality Enhancement Plan promotes school-wide information literacy, which “...forms the basis for lifelong learning. It is common to all disciplines, to all learning environments, and to all levels of education. It enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning. An information literate individual is able to:

- Determine the extent of information needed.
- Access the needed information effectively and efficiently.
- Evaluate information and its sources critically.
- Incorporate selected information into one’s knowledge base.
- Use information effectively to accomplish a specific purpose.
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally.”

MISSION STATEMENT

The mission of Benedictine Library is to support the curriculum by making available learning resources in all formats through the full range of library services. In fidelity to the Benedictine principle of stability, the Library serves as a central location where information is found from its own collection as well as off-campus sources. The Benedictine principle of obedience encourages the Library to treat all patrons with respect, and to meet their information needs through competent service. The Benedictine principle of conversion, or lifelong spiritual development, leads the Library to welcome learners of all ages and conditions, and to remain current with the rapid pace of change in the fields of education and information processing.

OBJECTIVES

In keeping with the mission of the Benedictine College Preparatory Library, the following objectives have been accepted:

1. To support the instructional program of the school by acquiring, processing, and making available essential print and non-print library materials.
2. To provide bibliographic instruction in print, non-print, and computerized resources for individuals and groups.
3. To provide services and hours of operation that will meet the needs of the Library's diverse community.
4. To cooperate with other information communities through resource sharing, bibliographic utilities, remote database searching, Internet access, and consortium arrangements.
5. To encourage lifelong learning by providing general and recreational reading materials and access to new information technologies.
6. To promote respect for library property as property common to all, in keeping with the Rule of St. Benedict: "Let [the monk] look upon all vessels and goods of the Monastery as though they were consecrated vessels of the Altar." To promote respect for all persons, in keeping with the Rule of St. Benedict: "The Abbot shall not make distinctions among the people in the Monastery."
7. To engage in community outreach through lectures, presentations, exhibits, etc.
8. To provide library services that will meet and exceed the requirements and standards of professional associations.

HOURS OF OPERATION

MONDAY – FRIDAY 7:30 a.m. – 4:00 p.m.

BOOK COLLECTIONS

The book collection has been developed over the years as a joint effort by the teaching faculty and librarians in order to support the academic programs of the school. It currently numbers approximately 7,000 hard copy volumes.

The Reference Collection includes many of the Library's most frequently used works, such as encyclopedias and dictionaries. These materials may be used only in the library.

The Catalog: The Library maintains its own online catalog, called *Follett*. Author, title, and subject access to the library's book collection may be obtained by using the **Online Public Access Catalog** (OPAC) terminals near the Circulation Desk and in the Library Computer Room. The library catalog is accessible through every computer in the library. It can also be accessed remotely over the Web by visiting:
<http://www.benedictinecollegeprep.org/Library>.

Ordering Books for the Library Collection:

If you would like the library to purchase a book for your professional use or use in the classroom, simply let the librarian know. When a book is received and cataloged, the faculty member initiating the request will be notified. When completely processed, books will be shelved in the stacks.

NON-BOOK MATERIALS

Periodicals

The Library maintains current subscriptions to approximately 8 magazines: *National Geographic*, *Ceramics*, *Poets and Writers*, *Salvo*, *First Things*, *Artist's Magazine*, and *American History*.

Newspapers

The library also subscribes to the newspaper, *Richmond Times Dispatch*.