

Patrick Henry College Library

User Guide 2020 – 21



(Photo courtesy of Marjorie Pratt)

Welcome to the PHC Library

- we are here for you!

Welcome to the Patrick Henry College Library!

The PHC Library provides an ever-expanding selection of resources and services to support your academic endeavors at PHC. On campus, you will find approximately 40,000 books, journals, newspapers, magazines, CD's, DVD's, and musical scores in print. You will also find welcoming study spaces and knowledgeable librarians.

The [PHC Library](#) website is your portal to over 280,000 ebooks and over 19,500 journals and newspapers ready to read or download whenever and wherever you need them.

You may want to start your research at one of the course-specific ***Research Guides*** as these guides will take you directly to the online and on-campus resources that your professor has selected for the course. By using a ***Research Guide***, you can have confidence that the information is authoritative and current, a confidence not available from a general Internet search. *Research Guides* are linked from the library home page.

In the [PHC Online Catalog](#), linked from the library home page, you can search for resources, check your account, and renew items from the PHC collection. If you cannot find what you need in the on-campus or online collection, an interlibrary loan request can be placed in the PHC online catalog.

Librarians are available for research consultations by email at askalibrarian@phc.edu, by phone at 540-441-8400, and in the library. Library tutorial videos provide quick answers to the most commonly asked questions and are linked from *Askalibrarian* on the library home page.

With all of the information available, we would like to warmly welcome you to the resources and services available on campus and online within the PHC library.

Mrs. Sara E. Pensgard

Director of the Library

The Mission of Patrick Henry College Library

For the glory of God and in support of the mission of Patrick Henry College, the mission of Patrick Henry College Library is to provide quality information services, resources, and facilities to the campus learning community within the framework of the college's classical liberal arts curriculum.

The Mission of Patrick Henry College

The Mission of Patrick Henry College is to prepare Christian men and women who will lead our nation and shape our culture with timeless biblical values and fidelity to the spirit of the American founding. Educating students according to a classical liberal arts curriculum, and training them with apprenticeship methodology, the College provides academically excellent baccalaureate level higher education with a biblical worldview.



RESOURCES

Main Collection

The main print collection is housed in Founder's Hall and is organized according to the Library of Congress Classification (LOC) System. It is searchable through the online catalog linked on the library's webpage.

Online Collection

The PHC Library provides access to over 280,000 ebooks and hundreds of thousands of journal articles. Journal articles may be read online, downloaded, emailed to your account, or printed. Ebooks can be read online or downloaded for a check out period specific to the book. To download, follow the prompts to create a free account.

Reserve Collection

The *Reserve Collection* is a temporary selection of items reserved for students by faculty request. These items are usually either required or supplementary readings for current classes. They have a limited check-out period ranging from 2 hours to 3 weeks. Most are 2 hour check-outs, in-library use only. When checking out reserve items, please make sure that you are aware of the due date or time and any special instructions.

In order to ensure that all students have access to reserve items, an overdue fine of \$1 per hour is for all reserve items that are returned late.

Want to request an item to be added to the collection?

Email library@phc.edu



CIRCULATION SERVICES

PHC students, faculty, alumni, staff, and HSLDA staff have access to all library resources and services without charge. Community users are welcome to enjoy library privileges for a fee of \$15.00 per year.

PHC students and faculty may check out an unlimited number of items. PHC alumni, PHC staff, HSLDA staff, and community users may check out 5 items at any time. Librarians may extend the number and length of time at their discretion.

The circulation period for library items varies. The following are the most common circulation periods:

Books

- Students may charge books for 3 weeks.
- Faculty may charge books for 8 weeks.
- Alumni, PHC and HSLDA staff, and community members may charge books for 3 weeks.
- Items may be renewed, unless requested by another patron.

Audio CDs and DVDs

- Students, faculty, alumni, and staff may charge items for 7 days. Items may be renewed twice for 7 days each.
- Community users may check out items for 7 days, no renewals.

Reserve Items

- Check-out period varies from 2 hours to 3 weeks depending on the instructions of the faculty. Please confirm due date and time when the item is charged.
- Only PHC students and faculty may check out reserve items.

Periodicals, newspapers, reference items, microforms, and certain reserve items may be used only in the library.

Fines and Fees

Currently, the PHC Library does not charge overdue fines for items from the PHC collection. However, renew or return items promptly out of respect for others who may be waiting. If the privilege is abused, the library reserves the right to reinstitute fines and/or suspend the user's account.

When an item is more than 7 days overdue, it is considered lost and a temporary charge is placed on the account. The fine is removed when the item is returned.

Items not returned or renewed within 60 days of their due date may be considered lost and replacement charges of the cost of the item and a \$25 processing fee will be placed on the user's account. Irreplaceable items are charged at \$50 plus the \$25 processing fee.



Items kept past the end of semester due date without librarian approval will incur a \$1 per day fine per item up to \$5.

Reserve items not returned on time incur a \$1 per hour fine. ILL items enjoy a 7 day grace period after which fines accrue at \$.50 per day.

Any fines or fees that are not paid promptly may be placed on the student's account with the college. Unpaid fines or unreturned items can result in the student's inability to register for the next semester's classes. Users with chronic late items or unpaid fines may have their library account suspended.

Overdue notices are provided as a courtesy.

All graduating seniors must return all items and clear their library accounts of any charges prior to receiving their diplomas.

Library staff can make mistakes. If you believe that a mistake has been made or would like to appeal a fine or fee, we are happy to review your situation. Please email library@phc.edu or contact any of the library staff.

Hold Requests

PHC students and faculty may place a hold request on library items that are currently checked out. When a hold request is placed, the item may not be renewed by the current borrower. To place a hold request, select, "Place hold" from the item's catalog page. When the item is returned, the requesting patron will receive an email..

Hold requests may not be made for items that are on the shelf in the library. Simply come by and pick them up.



You can check your library account online for due dates, charges, and *Hold* requests. You can also renew items online.

Recalled Items

Charged items may be recalled if a faculty member has requested that it be placed on reserve or if it is a required text or reading for a course. Recalled items must be returned to the library immediately.

Controversial Materials

In an effort to support academic research and encourage critical thinking within a scholarly environment, the PHC library seeks to provide a wide variety of resources from varying perspectives. It should not be assumed that all library materials reflect the views of the college. If you have questions or concerns about items in the collection, the director of the library will be happy to discuss it with you.



Interlibrary Loan Services

When you are unable to find a needed resource in our online or on-campus collection, you can request the item from other libraries through Interlibrary Loan (ILL). PHC Library users have access to hundreds of thousands of items in the collections of thousands of libraries within our lending library network. Books, audio/visual items, and photocopies of articles are available through ILL.

If you wish to check for additional resources in other libraries, select “Libraries worldwide” from the “Refine your search” menu on the left

side of the catalog screen. When you locate an item that you would like to request, select “Request item through Interlibrary Loan.” You will be asked for your information and the maximum cost that you are willing to pay. The library pays for charges of up to \$10, so place that amount in the space requested.

PHC alumni, staff, and HSLDA staff may place ILL requests using the online form found on the library website’s *Interlibrary Loan Services* page.

Timely access to requested ILL items is not guaranteed, as it may take time to locate a library with an available copy. For certain rare materials, an ILL copy may not be available. Please allow at least 7 – 10 days of response time for ILL requests. You will be notified by e-mail when a requested item is available for pick-up. You will also be notified if the item cannot be obtained within our lending network.

ILL Charges

In most cases, there are no charges for an ILL request. However, you will be asked to indicate on the ILL request form how much you are willing to pay for the requested item. If fees are charged, the library pays for the first \$10. If borrowing charges are more than \$10.00, you will be notified before the item is borrowed and asked if you are willing to pay the additional amount. You may accept or decline.

Community users will be assessed a \$5.00 processing fee for each ILL request and any borrowing charges from the lending library.

Due to the nature of the ILL process, textbooks, required readings, and leisure may not be requested by ILL.

ILL Renewals

The use and renewal of borrowed ILL items is subject to the policies of the lending library. ***Renewals should be requested at least 3 days before the due date*** to allow the lending library time to respond to the request. Renewals may be requested through your online account or by emailing library@phc.edu. Note that renewals are at the discretion of the lending library. You will be notified if the renewal is approved or if the item needs to be returned.

INFORMATION LITERACY SERVICES

Knowledgeable and helpful research librarians and library staff are available to support your academic endeavors. In this age of potential information overload, we can help you locate, evaluate, and use information appropriately. Library staff can help you locate scholarly resources, evaluate a source for authority or accuracy, cite resources correctly within your project, or determine if you have complied with intellectual property law.



Subject specific [Research Guides](#) are linked and the library home page. These guides point you to the scholarly print, electronic, and internet resources that your professors have identified for use in their courses. The guides also suggest additional search terms in the subject area, tips on an effective research strategy, and links to citation style information.

In all of these situations and more, we are here for you. Research consultations are available in the library, over the phone, or by email at askalibrarian@phc.edu.

SERVICES FOR DISTANCE LEARNERS

The library provides resources and services to distance learning students. You can begin with an email to askalibrarian@phc.edu for a personal research consultation or you can search the extensive online collection. When searching the online catalog, select “Ebooks” or “Articles” from the home page or once in the catalog, from the menu to the left of the catalog screen. The library will also mail items from our on-campus collection to you, if needed.

Research Guides linked from the library home page provides you access to a growing list of subject-specific guides that will suggest resources specific to your course.

Library staff members are available to assist distance learners in finding, selecting, evaluating potential resources, broadening or narrowing a

topic, and using another person's work ethically and legally.

Professional librarians are available between the hours of 8:30 am to 5:30 pm (EST) on Monday-Friday. We can be reached by email at askalibrarian@phc.edu or by phone at 540-441-8400. If a librarian is unavailable, we will return your communication as soon as possible.

SERVICES FOR USERS WITH DISABILITIES

The PHC Library is committed to providing reasonable and appropriate access for users with disabilities. If you have either permanent or temporary disabilities, accommodations can be designed to meet your research needs. To begin the process, the library must be informed of the disability and resulting needs. Once informed, the library will develop with you a specific set of accommodations to meet your needs. The accommodation list below, though not exhaustive, represents possible options.

Retrieval and Circulation of Physical Materials

Users with disabilities may be granted permission to request that library staff retrieve library materials in our physical collection. Library staff will retrieve the requested materials daily. Retrieve requests can be placed by contacting a library staff member.

If appropriate, users with disabilities may register an aide as a proxy borrower. The aide is allowed to check out materials on the user's behalf. The user remains responsible for all checked-out materials.

Exceptions to the general circulation policies may be granted for students who require more time with materials in order to convert them into accessible formats. Users will be considered individually for circulation exceptions.

Online Resources

Many of the library's online resources are developed and maintained by outside vendors, which may cause accessibility to vary between products. If you need help accessing online resources, library staff will happily help.

Research Services

Personal research consultations are available to all library users by phone, email, and in person. Due to the small staff size of the library, appointments are recommended for extended research sessions, such as thesis or directed research and writing projects (DRWs).

Equipment

The library has accessible study tables and computer stations. All of our computers have screen magnification software and text-to-speech capable PDF readers. The library staff will be happy to assist users with our printers, copiers, scanners, and fax machines.

FACILITIES

Internet Access

Wireless Internet access is available throughout the library.

Public Computers

Computers with Internet access are available in the library. Recreational gaming and surfing are not permitted. Users accessing the Internet must abide by the *College's Appropriate Use Policies*.



Printing, Copying, Scanning, & Faxing

A printer/copier/scanner/fax is available for general use. You may print to the library printer from anywhere on campus or print from one of the public access computers.

Campus-wide policies apply for student copying, faxing, and printing. Black and white copies are \$.10 and color \$.20. There are no charges for scanning. The library adheres to all applicable U.S. copyright and intellectual property rights laws. Users are responsible for complying with these laws.

Conference/Group Study Room

The Library Conference Room is available for meetings or group study and is equipped with a large monitor, conference table, and whiteboards. Groups may reserve the room for a designated time through the on-campus room reservation system. Individuals may not reserve the room, but may use it at any time when it is not reserved.

Equipment

The library has a projector, CD player, and headphones available for check out at the circulation desk. A microprint reader and a microfiche/microfilm reader/printer are also available in the library.

*Reasonable food and drinks are allowed. Talking on a cell phone is prohibited.
PHC students enjoy relaxed dress code in the library at all hours.*



QUICK LINKS

[Patrick Henry College Library](#)

10 Patrick Henry Circle

Purcellville, VA

Phone: 540-441-8400

Email: library@phc.edu and askalibrarian@phc.edu

[Loudoun County Public Library, Purcellville](#)



Check out the Loudoun County Library, Purcellville, on Main Street. To obtain a library card, fill out the form online or in the library and use your PHC ID as proof of residency. <https://library.loudoun.gov/>

STAFF

Sara Pensgard, M.A., Director of the Library

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540-441-8402

Vickie Thornhill, M.L.S., Public Services Librarian

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540-441-8403

Jennifer Sillars, Library Assistant

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540-441-8412

HOURS

Fall & Spring Semesters

Monday – Thursday

8:30 AM – 11:00 PM

Friday

8:30 AM – 5:30 PM

Saturday

10:00 AM – 6:00 PM

Sunday

Closed

Semester Breaks & Summer

Monday – Friday

8:30 AM – 5:00 PM

Saturday and Sunday

Closed

Holiday, reading days, snow days, and exam week hours may vary.

Please check the website for up to date information.

Developing a Research Strategy

Choose a topic: What do you want to know? What aspect of the topic interests you?

Begin your search for information:

- Check the [Research Guides](#), linked from the library home page, to see if one applies to your research topic.
- General dictionaries and encyclopedias can provide an overview of your topic, as well as identify *important people, places, dates, and ideas* - all of which can be used as “keyword” search terms in future searches.
- Select appropriate key words and phrases as your search terms. Expand your search as other potential terms become apparent (ex., middle ages = medieval; diet = nutrition).

Refine your topic: You can narrow or broaden your topic as you gather more information.

Expand your search:

- PHC Library catalog will lead you to appropriate books and articles.
- Databases (online collections of journal articles) provide access to scholarly works on a variety of topics.
- Identify scholarly websites, such as Yale’s [avalon.law.yale.edu/](#) (U. S. history), Stanford’s [plato.stanford.edu/](#) (philosophy) and [archive.org](#) (primary source documents).
- Need to know if a specific journal or newspaper is available? Use the library periodical listing.

Expert tip: When you identify important people, events, and ideas, use the Library of Congress subject headings within the library record to narrow your search more quickly. Use the bibliographies from current sources to expand your list of potential sources.

Cite your sources correctly in the required format.

Librarians are happy to help you in the library and at askalibrarian@phc.edu