

**Lancaster Bible College  
Committee on Academic Computing  
Specifications Report**

**Introduction**

The purpose of this report is to propose a specific solution to the needs described in the document, *Needs Assessment of the Academic Enterprise*. This report will suggest hardware, software, and network access solutions.

**Faculty Workstations**

Each full-time faculty member should have in his/her office a personal computer powerful enough to run state-of-the-arts software. This computer would be connected to the academic network to provide email services and access to educational data.

1. Faculty should purchase a notebook computer from a vendor stipulated by the college. Minimum specifications: PC compatible 486DX2-66 8mg RAM 520mg HD. The computer should come with Windows 3.1 and MS Office. Approximate cost: \$1,850.00.

For each faculty purchasing a compute, the college will supply a network connection, including a network interface card, cabling, and network software licences. Approximate cost: \$150.00 The college will pay for maintenance of a faculty purchased computer for four years or until the faculty member is no longer employed by the college, which ever comes first. Network components will be maintained permanently and will be owned by the college.

2. MacIntosh computers may not be used for workstations. Existing MacIntosh computers will not be connected to the academic network.

**Student Computer Access**

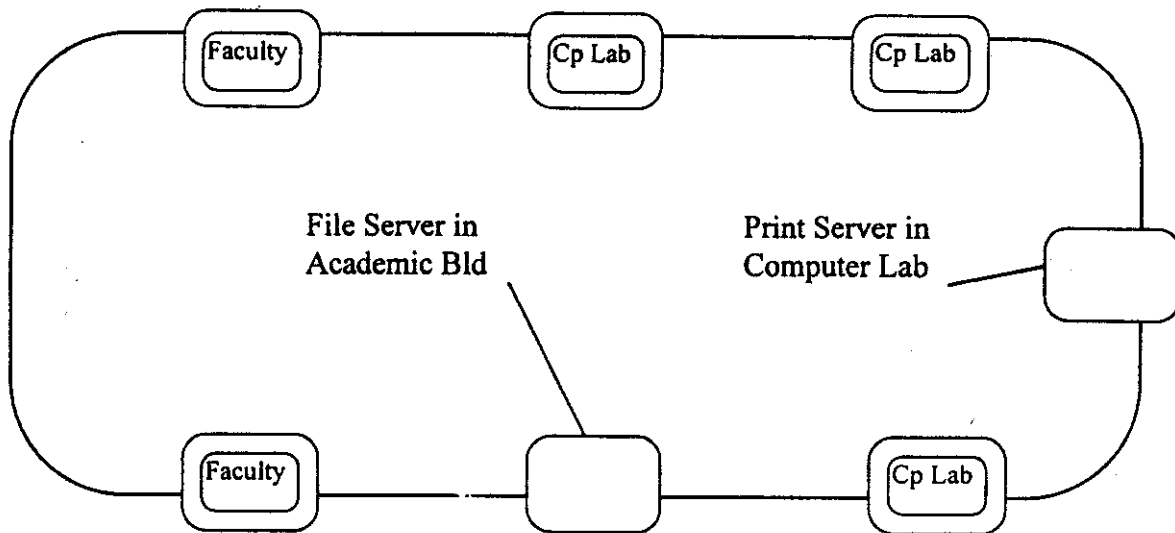
Student access to computers will involve several options including purchasing their own computer and using the computers in the Computer Resource Center.

1. Students may purchase a notebook computer from a vendor stipulated by the college. Minimum specifications: PC compatible 486DX2-66 8mg RAM 520mg HD. The computer will come with Windows 3.1 and MS Office. Approximate cost: \$1,850.00. The computer will be paid for through financial arrangements established by the college. If the computer was paid for over a four year period, an approximate semester charge would be \$260.00. The college should establish a relationship with a computer repair business for maintenance. The student would be responsible for all maintenance charges.
2. The existing Computer Resource Center will continue to house its 20 computers with network access. No classes will be held in the Center.

## Appendix 23, continued

**The Academic Network**

The academic network will remain localized in the library/academic complex. This network will have access to the Campus-wide network for email via dial-up services. No other access to the campus-wide network is currently proposed. This means that neither students nor faculty members will have access to data or programs stored on the administrative file server.

**Academic Network File Server**

1. The academic server will house educational programs and student, and faculty data. Access to this server will be available to all students and faculty. Computers in the Computer Resource Center will have access to this server. This server will be maintained by the Directory of Academic Computing.
2. The following upgrades are proposed for this server:
 

a. Novell certified Pentium 75 16mg RAM 1 gig HD	\$ 2,500.00
b. 50 User Netware 4.1	1,500.00
c. 28.8 fax/modem	300.00

**Network Cabling For Faculty**

1. Existing cabling removed from the second floor of the academic complex will be used for hookup of faculty computers. Re-installation cost of the cabling should be minimal.
2. The college will probably need to purchase a repeater to allow for line expansion in the second floor. The cost should not exceed \$ 300.00

7/10/95

Appendix 23, continued

**Print Services For Faculty**

1. Shared printing using a laser printer will be available to faculty on the second floor of the academic complex via a printer server in the faculty workroom and via the faculty secretary printer.
2. An HP LaserJet IV must be purchased \$ 1,000.00

**Faculty Secretary**

1. The faculty secretary will be transferred to the academic network from the administrative network to allow faculty access to her files.
2. The faculty secretary's printer will be a network printer available for faculty use.

**Summary of Costs**

20 Faculty Connections	\$ 3,000.00
File Server Upgrades	4,300.00
HP Laser (faculty workroom)	1,000.00
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	\$ 8,300.00



## APPENDIX 24

### Lancaster Bible College Library

#### Mission

The library's purpose is to collect, select, organize, store, retrieve, and disseminate materials and services to support and supplement, at all levels, the teaching-learning program of Lancaster Bible College. More specifically, these library materials and services are to support the college's mission of "educating Christian men and women to live according to a biblical world view and to serve through professional Christian ministries." An environment which is not only conducive to academic pursuits but also aesthetically pleasing shall be maintained.

Since information literacy instruction is essential, it will foster the ability to find, to investigate, and to evaluate recorded knowledge. Large group and individualized instruction will be provided to enable students to possess appropriate control over information retrieval and use.

Changes in the college curriculum and further technological developments will inevitably occur. Such changes will have an impact on information creation and dissemination and must be anticipated in planning collection, objectives, and services.



Lancaster Bible College Library  
Five-Year Plan (1/92-12/96)

**Information Resources**

1. The Collection Management Policy will be reviewed by the library staff and Dean of Academic Affairs in 1994 and 1996. The policy will be expanded where necessary to include all of the following: objectives for the selection of materials, statement of responsibility for selection, boundaries of the collection, patron profile, special collections profile, long and short term collection needs, selection criteria, impact of area collections, gift material procedures, censorship issue, discarding materials, preservation of materials, ordering sources, and allocation of funds.
2. Standard collection development sources will be used to help build the weakest areas of the collection, specifically, Philosophy, Psychology, Language, and Pure Science to better support the curricula of the college. The Library Director and Dean of Academic Affairs will develop a revised formula for allocating the departmental portion of the acquisitions budget to address these needs. This formula will be ready to implement by July 1, 1993.
3. A complete inventory of the collection should be completed during the next two summers (1/2 of the collection each summer) in order to determine the amount of lost materials.

**Information Access**

1. Begin and complete the cataloging of the following sections of the Curriculum Resource Center collection during the next five years: children's literature, teacher aids, bulletin board books, curriculum guides, and tests.
2. Develop a comprehensive library disaster management plan and secure funding for the plan by August 1994.

**Information Literacy**

1. Prepare new overhead transparencies for use in the Mission Possible 1 presentation. Summer 1992
2. Review and refine Mission Possible 2. Summer 1992
3. Have Mission Possible 3 complete and ready for use in the fall semester 1993.
4. Prepare four information literacy brochures for patron use by January 1, 1993 on the following topics: scholarly journals, interlibrary loan, commentaries, and research strategy.
5. Add the Mission Possible theme to the notes sent to students who successfully complete their assignments and to the notes sent to students whose missions need correcting. Summer 1992
6. Revise the library orientation for new students to clarify the Dewey Decimal System and the Reference collection. Revise it further to provide integration of the library brochures given to the new students. Summer 1992

## Appendix 25, continued

### Organization

1. Revise and/or complete the following aspects of the library policy and procedure manual: College Background; Library Mission, Goals, and Objectives; Job Descriptions; Organizational Charts; Opening and Closing procedures; Interlibrary Loan; and Inventory. Complete one or two sections each year.

### Staff

1. Add one full-time member to the staff in order to more closely approximate the level of staffing which the library had from September 1987 through December 1989. The staff configuration of four full-time employees and one part-time employee provided for the best distribution of job tasks and smoothest work flow yet experienced at Lancaster Bible College Library. To be filled as soon after July 1993 as funds allow.

### Facility

1. Complete the repainting of the library interior. As soon as funds allow.
2. Expand the Curriculum Resource Center into the adjoining hallway. Purchase shelving to adequately house the CRC collection which will need to continue to grow significantly to satisfy PDE requirements. The newly created room will need carpeting, painting, and perhaps a new entry way. As funds allow.
3. Make the library handicapped accessible. Fund raising for this project is currently underway.
4. Move the book stacks that are located under the second floor restrooms. These books have received water damage three times during the past ten years. This will necessitate moving the general collection from 227.83 on. Summer 1992
5. Complete the moving of the periodical collection onto the new shelving. Summer 1992
6. The Reference Collection must also be moved. Summer 1992
7. In January of 1993 additional shelving will need to be purchased for the general collection as 75 percent capacity will again be reached.
8. Purchase a microform reader/printer. As funds allow.

### Service

1. The library needs to begin computerization of service. As funds allow, a periodical reference system such as Information Access Company's InfoTrac or Ebsco's Academic Abstracts should be purchased. This would provide users with direct and easy access to current citations.
2. Join OCLC's interlibrary loan subsystem. This would allow the library to provide interlibrary loan service more rapidly and efficiently. As funds allow.

### Finance

1. Increase the library's budget by \$1,500 in fiscal year 93/94 and in fiscal year 94/95 so that purchases can be made for the new Master's programs.
2. The Dean and Director will develop a revised formula for allocating the departmental portion of the acquisitions budget by July 1, 1993.



Appendix 25, continued

3. The library's acquisitions budget needs to increase by approximately \$2,000 annually during the next five years. Such increases would allow the library to approach a funding level at which half of the materials added to the collection each year could be new, purchased items. (The other half would be gift items.) Additional staffing would be helpful with the increased volume of orders this would necessitate.
4. A seven to ten percent increase in periodical costs needs to be planned for each year.



## APPENDIX 26

### Lancaster Bible College Library

### Collection Management Policy

The goal of the Collection Management Policy of the Lancaster Bible College Library is to promote the development of a collection that supports the goals of Lancaster Bible College, as well as the needs of the Library's constituency.

#### Objectives of Selections

Materials selected for inclusion in the Lancaster Bible College Library are chosen on the basis of the following objectives:

1. To provide materials to support the current and projected curriculum of the college.
2. To support faculty needs for instruction and research directly related to the college curriculum.
3. To provide a balanced collection that has value for the development of critical thought, scholarly research, and integration of knowledge.
4. To include materials related to the history and development of the college and to the lives and writings of its administrators, faculty, staff, students, and alumni.

These objectives may be accomplished by means of purchase, gifts, and exchange. All gift books will receive consideration as to their ability to enhance the collection based on the objectives listed in this selection policy.

When gift books are duplicates, their inclusion or exclusion will be based on the condition of existing copies in the collection and the usage of the copies already in the collection.

#### Responsibility for Selection

Responsibility for the recommendation of materials for the Lancaster Bible College Library in support of the curriculum lies primarily with specific faculty who teach the respective courses. Each Division/Department chair will coordinate recommendations in accord with allocated funds. Student suggestions for purchase will be routed to the faculty member who teaches in the particular subject area for approval. The Library Director has the responsibility for the overall coordination of purchases and gifts and, in so doing, shall encourage the strengthening of areas of the collection that are weak and may challenge recommendations that are considered inappropriate or unnecessary. The staff of the Library shall be responsible for the selection of interdisciplinary and reference items.

## Appendix 26, continued

### Criteria for Selection

The selection of print materials shall be based upon the following criteria:

1. Contribution to the objectives of the institution.
2. Artistic quality as literature.
3. Provision of stimulus to creativity.
4. Readability.
5. Appropriateness to the level of the user.
6. Reflection of problems, aspirations, attitudes, and ideals of society.
7. Representation of differing viewpoints on controversial subjects.

Nonprint materials should meet all the above criteria as well as the following:

1. Acceptable technical quality.
2. Clear print, pictures, and/or sound.

The Lancaster Bible College Library shall strive to provide a judicious selection from currently published works, a broad selection of works of more important writers, a selection of major works of secondary writers, a collection of major journals and current editions of the most significant reference tools, and bibliographies. Choice, Books for College Libraries, Farber's Classified List of Periodicals for the College Library, and Minister's Library shall be used as basic guidelines in these areas. Nonpublisher reviews shall be consulted whenever available.

### Weeding Procedures

The weeding of materials shall be an ongoing process carried out by the staff of the Library and the faculty. The following criteria are to be the basis for this process:

1. Is the subject matter better covered in one or more other sources?
2. Is the information current?
3. Has the material been checked out within the past five years?
4. Is the material in good physical condition?
5. Is the material appropriate to the level of the user?
6. Does the material present differing viewpoints on controversial subjects?
7. Is the material considered to be a classic or significant historic piece?

Final decisions on the weeded materials are the responsibility of the Library Director. Weeding is normally done prior to inventory of the collection so that an accurate picture of the collection, its strengths and weaknesses, can be obtained.

## Appendix 26, continued

### Allocation of Funds

The funds allocated to each Division/Department and the various areas of the collection shall be determined annually by the Library Director. Amounts are based on the approved Annual Budget of the College. Amounts within the materials portion of the budget shall be allocated using the formula budget outlined in the article entitled "Using Choice in an Allocation Formula in a Small Academic Library." (See the "Budget & Supplemental Funding" section of the Manual.)

### Procedures for the Reconsideration of Challenged Library Materials.

Careful consideration will be given to any questions or challenges to Library materials. In the event that materials are questioned, the principles of academic freedom, the right of access to materials, and the integrity of the Library staff and faculty shall be considered within the context of the College's desire to produce critical thinkers able to evaluate the vast variety of information available based on the absolutes of the Bible. This approach is reflective of Student Goals one, two, and three of the philosophy of Lancaster Bible College.

If a complaint is made, the following procedures should be followed:

1. The complainant should be informed of the selection process and of the procedures for reconsideration of materials.
2. The complainant will be asked to state his specific objections in writing to the Library Director, and include his name, address and telephone number.
3. Upon receipt of a written complaint, the Library director will bring the complaint and the challenged material to the Library Committee.
4. The Library Committee shall read, view, or listen to the material, may check the general acceptance of the material by reading reviews and consulting recommended lists, and will review whether the material fulfills the criteria for selection.
5. The Library Committee will make a written response to the complainant.
6. If not satisfied with the response, the complainant may appeal to the Dean of Academic Affairs who will consult with the Library Committee and the President to make a final decision.
7. The Dean of Academic Affairs shall communicate his final decision in writing to both the Library Director and the complainant.
8. Copies of the documentation dealing with each reconsideration case shall be maintained on permanent record in the office of the Library Director.

Appendix 26, continued

Summation

Library collections are sometimes referred to as living entities in that they are growing and changing constantly. Therefore, this policy statement will be reviewed at regular intervals. The search for an adequate and balanced collection will be influenced by both the objective and subjective suggestions found in Standards for College Libraries by the Association of College and Research Libraries and The Bible College Library by the American Association of Bible Colleges.

Appendix 26, continued

CHILDREN'S LITERATURE  
PRC Collection Management Policy

Responsibility for Selection

Responsibility for the recommendation of material for the PRC Collection of the Lancaster Bible College Library lies primarily with the chair of the Teacher Education Department. The Library Director has the responsibility for overall coordination of purchases for and gifts to the Lancaster Bible College Library and in this coordinating responsibility shall serve as a resource person to the chair of the Teacher Education Department to assist in the strengthening of various areas of the collection and to inform in regards to budgetary and space limitations.

Criteria for Selection

Several published sources will be regularly consulted for development of the PRC Collection. These sources include:

How to Raise a Reader by Elaine K. McEwan  
The Read-Aloud Handbook and The New Read-Aloud Handbook by Jim Trelease  
Books Children Love by Elizabeth Wilson  
Library Materials Guide published semiannually by the Association of Christian Schools International

In addition, titles of merit in The Bookfinder and all Newberry Medal and Caldecott Medal winners will be considered for inclusion in the collection.

Objectives in Selection

Materials selected for inclusion in the PRC Collection are chosen on the basis of the following objectives;

1. To provide materials to support the current and projected curriculum of the Teacher Education Department.
2. To provide a balanced collection of materials considered of quality in children's literature according to standard sources.
3. To provide materials to develop teachers who are able to critically determine quality reading material and who are able to exercise discernment in guiding and assisting their students toward lifelong reading habits.

It should be noted that use of the collection by parents and children outside the Teacher Education Department is incidental to the objectives of the selection process. All users of the collection should therefore be aware of the objectives of selection and the resultant diversity of the collection.

Reconsideration of Materials

In the event that the inclusion of particular materials in the PRC Collection are challenged, the following matters should be considered by the Library Committee and the chair of the Teacher Education Department consistent with the "Procedures for Reconsideration of Challenged Library Materials":

1. Is an inappropriate or questionable concept or behavior central to the theme of the material or is the concept or behavior of a secondary nature?
2. What part does the concept or behavior play in the overall context?
3. Are other materials with the concept or behavior already included in the collection?
4. Does the book present an acceptable principle?
5. Could the principle have been presented without the concept or behavior?
6. Does the book present the principle effectively?



### Request for Reconsideration of Library Materials

Type of material \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher or producer \_\_\_\_\_

Request initiated by:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

The following information is to be supplied after the initiator has read, viewed, or listened to the material in its entirety.

1. To what material do you specifically object? Please specify page numbers, frames, etc.
2. What do you believe is the theme or purpose of this material?
3. What do you believe might be the outcome of a student using this material?
4. Do you believe there are any strong points of the material?
5. What would you recommend as a better resource on the same subject?

\_\_\_\_\_  
Signature of Initiator

\_\_\_\_\_  
Date

Please return this form to the circulation desk. You will be notified of the Library Committee's decision. If that decision is not acceptable to you, an appeal may be made to the Dean of Academic Affairs.



**Lancaster Bible College Library**

**Summary of Reciprocal Borrowing Agreements**

**Elizabethtown College Library**

Full borrowing privileges  
Valid ID card must be presented  
The borrower must fill out a patron information form  
5 item limit

**Franklin & Marshall College Library**

Community patron borrowing privileges for a \$25.00 yearly fee  
Otherwise, on-site use of materials or interlibrary loan borrowing

**Lancaster Campus Harrisburg Area Community College Library**

Full borrowing privileges  
Need to register with the library staff

**Lancaster County Library**

Full borrowing privileges  
Need to present ID card or evidence of permanent residency in Lancaster County  
Will be issued a library user card

**Lancaster Theological Seminary Library**

Full borrowing privileges  
A registration card must be completed

**Lebanon Valley College Library**

Community patron borrowing privileges for residents of the 170\_\_ Zip Code Area  
Otherwise, on-site use of materials or interlibrary loan borrowing

**Millersville University Library**

Community patron borrowing privileges for a \$25.00 yearly fee  
Otherwise, on-site use of materials or interlibrary loan borrowing

**Thaddeus Stevens State School of Technology Library**

Full borrowing privileges  
Valid ID card must be presented or Pennsylvania driver's license

**York College of Pennsylvania Library**

Community patron borrowing privileges for a \$5.00 borrower's card fee  
Valid ID card must be presented



APPENDIX 28

Schedule of automation phases.  
Stoll Memorial Library  
Gerald E. Lincoln  
October 1, 1993

Phase 1

40 weeks  
If it started on October 18, it would take until August 1, 1994.

Phase 2

Begin in January of 1994 with the vendor chosen by August 15, 1994.

Phase 3

Begin October 1, 1994 with all systems operational by January of 1995 and available for the public by March of 1995.

### **Phase 1**

The first task of Phase 1 was to perform an inventory of the collection. The inventory checked not only for the physical presence of the books but also the cataloging integrity. Cataloging of materials had been performed under previously accepted practices that no longer are adequate for today's standards. The inventory discovered those problem works and corrected them. The second task was to enter search keys for all non-computer format books to be sent to OCLC in Dublin, Ohio for batch searching. Those titles that did not have a single match were returned so that the staff could either choose the correct record from several provided or perform additional searching. Where no record was available on OCLC the Library would need to create an original for the system. When this process is completed the tapes of data may be sent for processing.

### **Phase 2**

Phase 2 is the process of choosing an automation system. A Request for Proposals (RFPs) will be sent to vendors. The vendors will be narrowed as a result of the responses. The vendors submitting the best proposals will be invited to demonstrate their software to the library staff and faculty. A decision will be made on which system if any are suitable for this library.

### **Phase 3**

Phase 3 is the implementation phase. Site preparation will be completed for the hardware. The data tapes will be utilized to convert from Dewey to Library of Congress classification systems. New labels will be printed to reflect the changed call numbers and affixed to the books. Authority control checking will be performed on the database. Barcodes will be printed and attached to the books. The system will be installed and operational in the technical services area. When final database cleanup is completed the system will be available for general use.