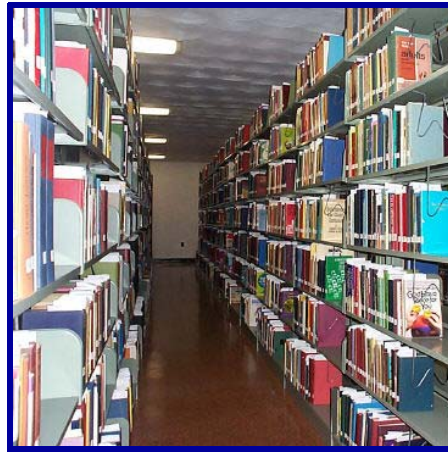


HENDERSON LIBRARY COMPUTERS

1. The computers on the student desks are available for student use during regular library hours.
2. Software available on the student computers include the following programs:
 - Hermeneutika
 - Greek Tutor
 - E4's Bible Study Library (Vol. 1 & 2)
 - Expositor's Bible Commentary
 - Hebrew Tutor
 - Internet Connection
3. The computer on the librarian's desk is for college employees only.



Tri-State Bible College

506 Margaret Street
South Point, OH 45680
Phone: 740-377-2520
Toll Free: 800-261-2947
Email: library@tsbc.edu
Email: info@tsbc.edu
Website: www.tsbc.edu

Tri-State Bible College does not discriminate on the basis of age, race, color, sex, nationality, handicap, or ethnic origin.



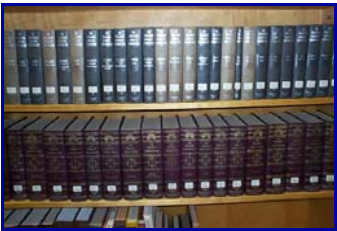
Henderson Library Patron's Handbook



Tri-State Bible College
506 Margaret St.
South Point, OH 45680
740-377-2520

INTRODUCTION

Welcome to the Henderson Library of Tri-State Bible College. This library is an academic library, which means that its primary purpose is to support the curriculum of the college. It is in existence;



first, to help you, the student, and then to help others who may have occasion to use its collection.

The handbook is designed to assist all those who use the Henderson Library. Our goal is to help you find your way around in this facility and to make it easy for you to find what you need.

GENERAL INFORMATION

The Henderson Library Hours

When classes are in session

9 A. M. - 7 P. M.

When classes are not in session

9 A. M. - 5 P. M.

Closed on normal holidays and weekends

Method of Checking Out Materials

Reference books, books labeled *Library Use Only*, audio-visual materials and audio-visual equipment may not be checked out.

Periodicals

1. Periodicals may not be checked out without administrative approval.
2. Periodicals may be used in the library.

Pamphlet File

1. Pamphlets are available for use in the library only.
2. Search for pamphlets on the patron search computer.
3. Request the librarian to get the needed pamphlet from the Pamphlet File.
4. Return the pamphlet to the librarian's desk when you are finished with it.

Reference Materials

1. Reference materials may not be checked out without administrative approval.
2. Reference materials may be used in the library.
3. All reference materials should be left on the library tables. Library workers will reshelve the materials.



Non-reference Materials

1. Select the book(s) you wish to check out.
2. The normal limit is **six books** at any one time.
3. The limit may exceed six with administrative approval.
4. Bring your selections and your library card to the librarian.
5. Books are checked out for a 3-week period with the privilege of **one** 3-week renewal.
6. In the absence of the librarian, fill out a check-out slip located on the librarian's desk.
 - Fill in all requested information.
 - Leave the checkout slip on the librarian's desk.

Library Late Fines

1. A fine of 10 cents per day is due on all books kept past the 3-week checkout period.
2. Fines must be paid before other materials are checked out.
3. Pay fines to the librarian or in the bookstore.

Membership Dues

1. Pastors, graduates of TSBC, and college personnel may use the Henderson Library without charge.
2. Full-time student fees are \$20.00 and part-time student fees are \$15.00 per semester.
3. All other patron fees are \$15.00 annually..
4. There is no library fee for Summer Session.