

NEW COLLEGE FRANKLIN

Library User Guide



2023-2024

THE MISSION OF NEW COLLEGE FRANKLIN

Under the Lordship of Jesus Christ, New College Franklin DISCIPLES students through the liberal arts for WISDOM, VIRTUE and SERVICE.

We view education within a DISCIPLESHIP context, where our purpose is not primarily to dictate useful facts in lecture, but to walk daily and lovingly in truth as Jesus did with his disciples. In WISDOM and VIRTUE, we seek to encourage our students to expand their knowledge, to love that which is truly beautiful, and to use both to witness God’s work throughout history and in their lives. In SERVICE, we encourage our students to live in submission to the Lord and in service to mankind.

In short, we seek to help students fulfill the command of Deuteronomy 6, “love the Lord God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart.”

THE MISSION OF NEW COLLEGE FRANKLIN LIBRARY

For the glory of God and in support of the mission of New College Franklin, the mission of New College Franklin Library is to provide quality information services and resources for the New College Franklin community within the framework of the classical liberal arts curriculum.



RESOURCES

MAIN COLLECTION

Our main collection has approximately 5,000 books. The majority of these texts are in the areas of Biblical Theology and History, the great Classical Literature, Philosophy, and Art. For the 2023-2024 school year, the collection will be housed mainly off-site, with all current syllabi books and limited other resources available on the main floor in room 207. The collection is organized in accordance with the Library of Congress Classification System and it is searchable through the online Populi catalog from the library's webpage at ncf.populiweb.com/library/catalog/. Upon locating an item in the catalog, the record will tell you if the item is available. Please place a hold on the item and it will be available in the on-campus library within one week. Please note that only on-campus books from the resource collection will be available.

ONLINE COLLECTIONS

NOET Scholarly Tools

NOET Scholarly Tools can be accessed at noet.com. Noet offers a suite of tools and texts for scholarly work in the classics. It serves disciples that involve original-language research and text comparison—classical studies, philosophy, intellectual history, and more.

Project Gutenberg

Project Gutenberg can be accessed at gutenberg.org. Project Gutenberg offers over 59,000 free eBooks. Choose among free epub and Kindle eBooks, download them or read them online. You will find the world's great literature here, with focus on older works for which U.S. copyright has expired.

Google Scholar

Google Scholar can be accessed at scholar.google.com. Google Scholar offers access to scholarly literature such as books, journals, and articles across a wide variety of disciplines.

REQUESTS

REQUESTS

To request a resource (book or otherwise) be added to the collection, email library services at faithgulliver18@newcollegefranklin.edu.

HOLD REQUESTS

NCF students and faculty may place a hold request on any items that are available to be 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 user is notified. Items on hold may be picked up at the library.

To place a hold on a resource (book, DVD, journal, etc.) from the Nashville Public Library, enter your library card number, pin #, and choose a branch to pick-up your item. You will receive an email when your item is ready to be picked up. You have seven days to pick-up your item. Held items will be shelved in alphabetical order by last name. You must check-out your item before leaving. Holds are not automatically checked out to patrons.

LOCAL ACADEMIC & PUBLIC LIBRARIES

Nashville Public Library | 615 Church Street, Nashville, TN 37213

Vanderbilt Library | 419 21st Avenue South, Nashville, TN 37203

Belmont University | 1900 Belmont Boulevard, Nashville, TN 37212

John P. Holt Brentwood Library | 8109 Concord Road, Brentwood, TN, 37027

Williamson County Public Library | 1314 Columbia Ave, Franklin, TN 37064

CIRCULATION POLICY FOR THE NEW COLLEGE FRANKLIN LIBRARY

New College Franklin students and teachers have access to all library resources and services with the exception of the resource collection and may check out an unlimited number of items.

BOOKS

The loan period for books is 21 days. A book may be renewed unless another patron has placed a hold on the book. Books may continue to be renewed until the end of the semester when all items must be returned. The NCF Library does not charge overdue fines for items borrowed from the NCF collection. However, renew or return items promptly out of respect for others who may be waiting. If a book or resource is not returned by the end of the semester, the student or faculty will be charged a replacement fee.

REFERENCE

The books in the Knox Chamblin Collection are not available to use during this school year and only limited resources from the reference collection are available. These books are not able to be checked out and must be used on campus.

CIRCULATION POLICIES FOR THE NASHVILLE PUBLIC LIBRARY

REQUEST

Search the Library Catalog at library.nashville.org to see if the Nashville Public Library owns the material you need.

If owned, request the items from the Library Catalog with your library card.

If unowned, request the item through Interlibrary Loan at nashville.illiad.oclc.org/illiad with your library card. You can only use the Interlibrary Loan system if you either live in Davidson County or if you've paid the \$10 digital access fee.

INTERLIBRARY LOAN MATERIALS

NCF students may use their Nashville Public Library card to request books and articles that are not available in either the NCF collection or NPL collection. There is a limit of 5 requests per Library Card at any one time. Items that are owned by the Nashville Public Library cannot be requested on Interlibrary Loan (including reference materials, government documents, books, magazines). Audio/visual items (DVDs, CDs, audiobooks, etc.) are not available through Interlibrary Loan. Once in a while, more hard-to-find materials may only be borrowed from libraries that charge a fee. In cases such as these, patrons will be contacted prior to incurring any expense. If a patron still wishes to borrow these items, payment in full (via check or money order) will need to be delivered to the Interlibrary Loan office prior to receiving the book. Payment instructions will be given to the patron when the book is requested.

RETRIEVE

Books loaned through the Nashville Public Library can be picked up at any of their branches and you can select at which branch you would like to pick up your book. Interlibrary loan requests are generally available in two to three weeks but may take up to four weeks or longer to arrive. You will be notified when an item has arrived.

RETURN

Books may be returned to any branch of the Nashville Public Library. Please return Interlibrary Loan materials during business hours. Do not place Interlibrary Loan materials in book drops or remove the white information band.

FINES

There are no fines for overdue Nashville Public Library Books. Please still return your books in a timely manner. Fines for overdue Interlibrary Loan items are determined by the lending library. Most libraries do not want to deal with daily fines, so for any books that are overdue they will just bill the patron for the full cost of the book. This amount usually causes the patron's library card to be blocked

and limits his/her use of the library until the item is paid for. Please return ILL books in a timely manner so other libraries will continue to lend to Nashville Public Library.

CHALLENGED MATERIALS

In an effort to support academic research and critical thinking the NCF library provides resources from varying perspectives. It should not be assumed that all library materials reflect the views of the college.

SERVICES FOR USERS WITH DISABILITIES

The NCF Library is committed to providing appropriate access for users with disabilities. If you have either permanent or temporary disabilities, accommodations can be designed to meet your needs. The NCF faculty 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.

FACILITIES

INTERNET ACCESS

Wireless Internet access is available throughout the library.

PRINTER

A printer that can be used with your laptop or phone is available in the library. Instructions for use are posted on the wall.

CELL PHONES

Please keep cell phone conversations to a minimum while in the library.

FOOD & DRINK

Reasonable small snack food and drinks with lids are allowed in the library.

QUICK LINKS

Search all available books in print in the NCF collection at ncf.populiweb.com/library/catalog/

New College Franklin Library

Physical Address:

136 3rd Avenue South
Franklin, TN 37064

Mailing Address:

PO Box 1575
Franklin, TN 37065
Phone: 615.815.8360
Email: faithgulliver18@newcollegefranklin.edu

Nashville Public Library

library.nashville.org/

615 Church Street
Nashville, TN 37213

Nearest NPL Branch to NCF

Edmondson Pike Branch
5501 Edmondson Pike
Nashville, TN 37211

GIFTS AND DONATIONS POLICY

The New College Franklin library welcomes gifts of materials that improve the quality of its collection. However, only those items donated to the Library that meet the criteria for selection as described in the Library's Collection Development Policy will be added to its holdings. Materials must be in good condition without highlighting or additional annotations.

After a completed Gifts and Donations Form has been received by the Library, donated and gifted materials will be added to the NCF collection.

Gifts of materials will be acknowledged by the Director of Library Services but will not be appraised. Donors must set a value on a gift for which they intend to take a tax deduction. Materials given to the NCF Library but not accepted for inclusion into its collections will be offered back to the donor. If the donor does not want the items they will be offered to faculty or traded in at a used book store.

Gifts of money designated for use by the New College Franklin Library should be directed to the New College Franklin office.



NEW COLLEGE FRANKLIN LIBRARY

Gifts and Donations Form

Please fill out the information below and sign to acknowledge that you have no objection to the terms stated in the Gifts and Donations Policy. If you have a list of items being donated, please attach it to this form.

NAME _____

SIGNATURE _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

PHONE NUMBER(S) _____

If you would like a donor bookplate attached to each item accepted by the New College Franklin Library, how should your name(s) appear?
(Eg. "Mr. and Mrs. John Knox")

Thank you for your generosity toward the New College Franklin Library!