

# GUIDE TO THE McCARTNEY LIBRARY

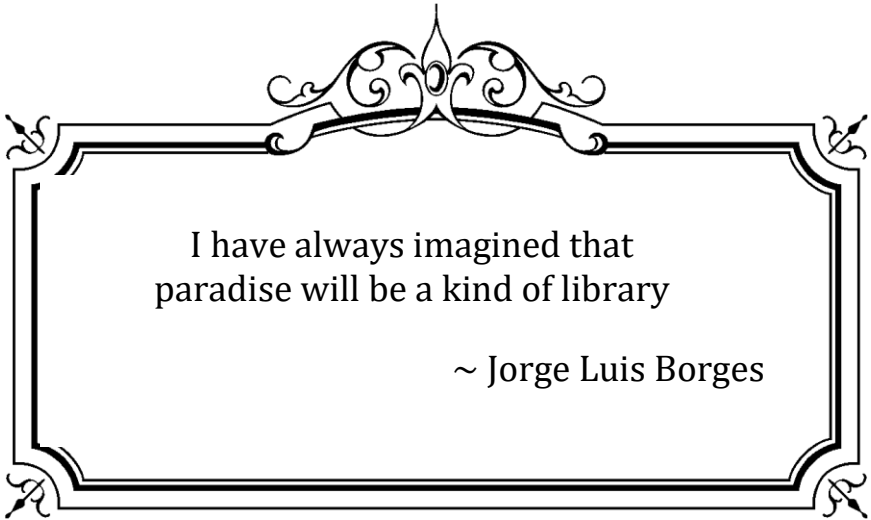
*Inspiring Christian Learning*

Geneva College  
3200 College Avenue  
Beaver Falls, PA 15010-3599

Revised January 2024

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# HOURS OF OPERATION

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Complete hours with holidays and exceptions are posted on the Library website at [http://www.geneva.edu/library/library\\_hours](http://www.geneva.edu/library/library_hours)

## SEMESTER LIBRARY HOURS

**Monday – Thursday..... 8:00 AM – 12:00 AM**  
**Friday .....8:00 AM – 8:00 PM**  
**Saturday .....10:00 AM – 5:30 PM**  
**Sunday..... Closed in observance of the Lord’s Day**

*The Library Multimedia Room closes 15 minutes before the rest of the building.*

**During the academic year the Library closes Wednesdays from 10:00 AM – 11:00 AM for campus chapel services.**

*Hours vary during summer, holidays, and semester breaks.*

**Please call 724-847-6563 to check for changes in Library hours before making a long trip to campus.**

## ABOUT McCARTNEY LIBRARY



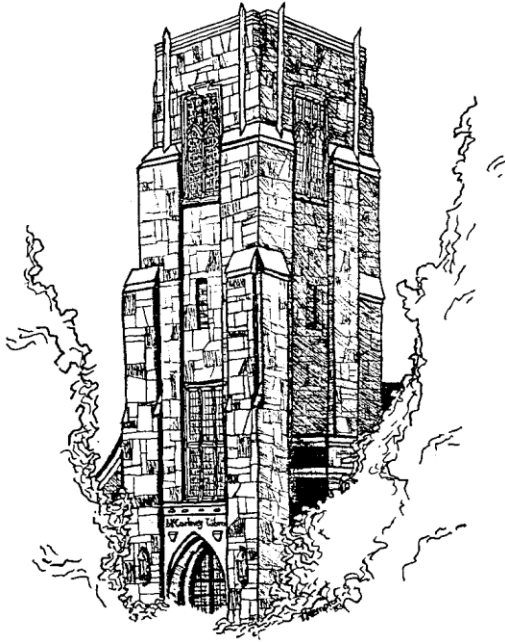
McCartney Library is named in honor of Dr. Clarence Edward Noble Macartney, an influential evangelical minister of the early twentieth century. Built in the collegiate Gothic style, the stone structure was erected in 1930 and enlarged in 1965. The Library's reading rooms feature stained glass windows by Henry Willet that depict scenes from John Bunyan's *Pilgrim's Progress* (Buhl Reference Center) and John Milton's *Paradise Lost* (West Reading Room).

From 1931, when the Library first opened its doors, to the present, its collections have grown to more than 400,000 resources in a variety of formats. Besides the main collection, which helps to support the curriculum of the College, the Library's holdings include several special collections, including the Covenanter Collection, the Geneva Author Collection, and a collection of Dr. Macartney's own books and memorabilia.

Today the Library extends far beyond the physical collection within the stone walls of the building. McCartney Library serves as an information portal to its users, providing access to online full-text databases and facilitating access to the resources of thousands of other libraries day and night!

## **LIBRARY'S MISSION STATEMENT**

The McCartney Library's mission is to provide the students, faculty, and friends of Geneva College with the information needed to educate and minister to a diverse Christian learning community. Library resources and services are for the purpose of developing servant-leaders and to assist them in transforming society for the Kingdom of Christ. To this end, the Library collects, organizes, and circulates the learning resources to meet their general informational and recreational needs, and to encourage the development of lifelong learning skills.



# LIBRARY CATALOG

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McCartney Library’s online catalog enables users to search McCartney Library’s collections and check their own Library accounts to view and renew items on their records. Simply click the “Find Books & More” tab on the Library's main web page.

You can search by title, author, or topic; helpful search tips and tricks are listed on the page. In addition to searching the library catalog, you can expand the search to ‘Everything’ (which includes journal articles and online resources) or limit your search to items that are placed on reserve.

You may also click on the **Browse** tab at the top of the page. This will allow you to search by subject, author, title, or Library of Congress call numbers. Choose the type of search you need, type the words into the search box, then click on the search button.

The screenshot shows the top navigation bar with tabs: NEW SEARCH, BROWSE, LIBRARY WEBSITE, FIND ARTICLES, and JOURNAL LIST. Below the navigation is a search bar with the text "Search McCartney Library Catalog" and a magnifying glass icon. The main content area is titled "McCartney Library Search" and includes the text "Find books, journal articles, videos, music discs." and "Search options that appear while you type search terms:". A list of search options is provided:

- **Library Catalog:** For books, videos, cds.
- **Everything:** Library Catalog plus articles from databases, open access resources, government documents, and research datasets. For only article searching, use Find Articles link above to select a research database.
- **Reserves:** Find items professors have put on reserve.

At the bottom of the page, there is a link for "Research Help".

## ONLINE RESOURCES

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In addition to our online catalog, McCartney Library offers access to many online resources, including over 50 academic databases. These databases are available online with your ID number and last name at [www.geneva.edu/library/databases/](http://www.geneva.edu/library/databases/) and can be accessed both on and off campus.

Faculty, staff, and current students have access to these databases. They cover a wide array of topics including (but not limited to) social sciences, natural sciences, religion, engineering, history, nursing, and general reference. Many articles are available full-text, and those that are not can be requested through Interlibrary Loan.

Ask a librarian about choosing which databases to use that best fit your topic of research, developing search strategies, or off-campus access. We are here to help you!

## McCARTNEY LIBRARY COLLECTIONS

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**MAIN COLLECTION:** The main collection is housed on all four levels of the Library. As the largest of the Library's collections, it consists of books on numerous subjects that users may check out for a loan period of 21 days.

**GERSTNER COLLECTION:** Dr. John H. Gerstner, a renowned theologian and eminent scholar on the works of revivalist preacher Jonathan Edwards, regularly taught at Geneva College, and spoke at chapel. Geneva is honored to house his personal collection of writings, notes, and various resources, donated by his family.

**REFERENCE COLLECTION:** The reference collection, which is located in the Buhl Reference Center, contains dictionaries, encyclopedias, and other resources to provide basic information on a variety of subject areas. The Buhl Reference Center also houses several computers designated for screening the Library's online databases.

**RESERVE COLLECTION:** This collection is comprised of resources that instructors place on "reserve" to ensure that all students in a particular course will have access. Most reserve materials are shelved at Circulation Services, although newspapers and media are kept in the Media Center. Reserve materials are either "library use only" (two-hour loan) or may circulate for one, two or seven days, depending on the professor's request.

**PERIODICALS COLLECTION:** The periodicals collection on the Library's ground floor consists of both current and limited back issues of the magazines, journals, and newspapers to which the Library subscribes.

**GENEVA AUTHOR COLLECTION:** The Geneva Author collection is comprised of works written by College faculty, staff, alumni and students. The collection is showcased in the "Geneva Author Shelf," funded by the Helen Patterson Hill Library Endowment.



**TECHNOLOGY DEVICES COLLECTION:** The Library maintains a modest, but expanding, collection of electronic equipment for students and faculty to borrow. The Library has 20 Wi-Fi enabled laptops and headphones. Borrowing times vary, so patrons should inquire at the circulation desk.

**MEDIA COLLECTION:** The Multimedia Room contains the Library's recordings, audio cassettes, CDs, videocassettes, DVDs, computer software, CD-ROM media products, vinyl records, and multimedia kits.

**COVENANTER COLLECTION:** The Covenanter Collection, located on stack level three, contains books, pamphlets, and periodicals relating to the Covenanter tradition. Included in the Collection are works about Covenanter theology and history, the Reformed Presbyterian Church of North America, and some of the denomination's individual congregations. If you need to access these resources, please ask a librarian.

**MACARTNEY COLLECTION:** The theological portion of the Macartney Collection is housed in the Library's tower room. The remainder of the collection is housed in the compact shelving located on the Library's ground floor. The collection is comprised primarily of the personal library and papers of Clarence Edward Macartney, a prominent American preacher and church leader during the first half of the twentieth century. The books in the collection reflect Dr. Macartney's interests in preaching, public speaking, religion, and U.S. Civil War history. Please ask a librarian if you need to access these resources.

**CHILDREN'S LITERATURE:** The children's literature is located in the West Reading Room. The collection contains children's fiction and nonfiction books, including Newbery and Caldecott award-winning titles.

# LIBRARY LOCATIONS

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## Ground Floor/Main Book Stacks Level G

- Acquisitions Office
- Archives
- Bound Periodicals
- Elevator
- Multimedia Room/Computer Lab
- Periodicals Office and Microforms
- Periodicals Reading Room:
  - Current Periodicals
  - Compact Shelving (includes Main Collection, T-Z and Macartney C-Z)
  - Copier
  - Papers Collection, including ADP Applied Research Reports
- Restrooms

## Main Floor/Main Book Stacks Level 1

- Administrative Offices
- Circulation Services and Reserves
- Interlibrary Loan
- Copier
- Elevator
- Geneva Author Shelf
- John H. Gerstner Collection
- Main Collection (call numbers NA - S)
- Reference Center:
  - Computer Lab
  - Reference Collection
  - Research Help Desk
  - Writing Center

- West Reading Room:
  - Farra Forum (Stage)
  - New Book Gallery
  - Selected new magazines and newspapers
  - Children's Literature
  - Board Games

## **Library Tower**

- Clarence Edward Macartney Room
- Macartney Collection, call numbers A & B
- Deal Chimes

## **Main Book Stacks Level 2**

- Cataloging Office
- Elevator
- Main Collection, call numbers E – N

## **Main Book Stacks Level 3**

- Covenanter Collection
- Elevator
- Group Study Rooms
- Main Collection, call numbers A-D
- Restrooms

# LIBRARY DEPARTMENTS

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Various departments within McCartney Library are available to assist those who visit and use the Library. Listed below are some of the ways in which these departments aid Library users.

**ADMINISTRATION:** The College Librarian is responsible for the overall operation of McCartney Library and the implementation of its mission. Library users may speak to the College Librarian about the general mission of the Library or about any Library operations or services.

**ACQUISITIONS:** The Acquisitions Librarian purchases most of the resources for the Library's collections in an effort to further develop and improve the range of resources available to users. Recommendations/suggestions for new materials can be made through the library's website under 'Library Information.'

**ARCHIVES:** The College Archives, located on the ground floor of the Library, is responsible for the collection, appraisal, description, and preservation of documentary and artifactual evidence of the history and ongoing operations of Geneva College. It seeks to document the social, academic, and religious history of the College and its students, as well as to provide the College and the scholarly community at large with access to information about Geneva and the Reformed Presbyterian Church of North America (RPCNA).

Through the College Archives, Library users may:

- Examine primary sources to learn about College history
- Trace the lives of family members who studied at Geneva
- Use archival resources to track social and religious trends

**CATALOGING:** The Cataloging Librarian classifies the Library's resources by subject and updates, corrects, and adds the information in the Library's online catalog to ensure accuracy. The Cataloging Librarian

helps to maintain and evaluate the Library's existing information resources, including its computer software and hardware, as well as assisting in long-range planning for the Library's integrated system and other technologies. The Cataloging Librarian also performs or oversees the preparation of new resources for the Library's various collections.

**CIRCULATION SERVICES:** The Circulation Services area is McCartney Library's "welcome center." Circulation staff is available to help users during Library hours.

At Circulation Services, Library users may:

- Check out, renew, and return print resources, media resources, and other circulating equipment
- Ask for general information about the Library, its resources, and searching the online catalog
- Use or borrow required course readings that instructors have placed on reserve
- Receive assistance with photocopiers and printers
- Apply for borrowers' cards
- Pick up and return Interlibrary Loan items
- Pay fines for overdue items

**MEDIA CENTER SERVICES:** The Multimedia Room houses the Library's collection of movies, sound recordings and other media items.

At the Multimedia Room, Library users may:

- Retrieve media resources for checkout at the Main Circulation Desk
- Listen to media resources on CD players and phonograph on reserve
- View media resources on the VHS and DVD players
- Use computers for word processing and Internet access

**INTERLIBRARY LOAN:** The Interlibrary Loan (ILL) department locates resources that McCartney Library does not own, but that users need, by borrowing or obtaining photocopies of the desired items.

**LIBRARY INSTRUCTION:** The Reference-Instruction Librarian is available to work with faculty members to design information literacy sessions tailored to their courses and their students' needs. Popular topics for these sessions include:

- Using the online catalog
- Locating resources in the Library
- Locating resources using the Library's online database collection
- Evaluating websites and other sources

**WRITING CENTER:** Writing Center support services are available to all Geneva students via two types of consultations: Drop-In, and One-on-One. A Peer Writing Consultant will be available at the Writing Center Desk for drop-in consultations during posted hours each semester. No appointment is needed. Drop-in consultations are offered first come, first served, so paper reviews cannot exceed 20-25 minutes if other writers are waiting. Send an email to [writingcenter@geneva.edu](mailto:writingcenter@geneva.edu) for an appointment, or to ask questions.

Remote or In-Person 30-minute consultations sessions (book up to 2 consecutive sessions at a time) with a trained Peer Writing Consultant are often a better option for the struggling writer, depending on the assignment and the type of assistance needed.

**PERIODICALS:** Periodicals staff members maintain the Library's collections of magazines, journals, newspapers and microforms.

In the periodicals department, Library users may:

- Use the Library's print indexes and abstracts
- Photocopy articles from the Library's magazines, journals, and newspapers
- Read microform and microfilm text
- Request help in finding specific periodical issues

When the Periodicals staff are not on duty, users may seek help either at the Reference Center or Circulation Services.

**REFERENCE AND RESEARCH ASSISTANCE:** Librarians are available to assist users during most of the hours that the Library is open.

Librarians help Library users to:

- Use the Library's online resources, including databases and the online catalog
- Create a research strategy for a term paper or other assignment
- Find resources in the Library's collection
- Determine whether information that is not available in McCartney Library's collection may be obtained through Interlibrary Loan
- Evaluate information sources

If a Librarian is not in the Reference Center, users should go to Circulation Services to request assistance.

## **SELECTED LIBRARY POLICIES**

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**CIRCULATION:** The following are a few of the policies regarding borrowing resources from the McCartney Library's collections. For further information, please see a Circulation Services staff person.

***Library Identification:*** Borrowers are required to present a current Geneva College photo identification card to check out resources or use other Library services. Outside borrowers will need to present their own photo ID.

***Borrowing Privileges:*** Geneva College current students, faculty and staff are entitled to charge out resources from the McCartney Library. In addition, McCartney Library Associates, Christian clergy and professional youth workers (living and working in Beaver County), high school students, and members of the local community may register as borrowers **for books only**. **Outside borrowers** pay a fee for borrowing privileges (see page 19). They may charge up to four books at a time

from the main collection and Children's Literature, but no media resources. Geneva College Alumni may charge four books and one piece of media at a time.

All College ID cards are for personal use only and are non-transferable. Cardholders are responsible for complying with Library regulations and are subject to fines and replacement fees for lost resources.

***Borrowing by Geneva College Employees' Children:*** Children are welcome in the library if their behavior is appropriate to a research and study environment. Children under the age of 13 must be accompanied by a parent, responsible adult babysitter, or sibling (18 or older). Climbing on ladders and similar safety concerns will be addressed, as well as maintaining the appropriate research/study environment. Children of faculty or staff may not check out materials without the parent or guardian being present.

***Loans and Renewals:*** Most resources in the Library's collections circulate for 21 days. Borrowers may renew an item in person, by phone, **AND ALSO through accessing their library account online**, when another borrower has not requested it. They are limited to two renewals. **DVDs and videocassettes circulate for seven days** and have one renewal. NOTE: *All resources are subject to recall.*

***Unpaid Charges:*** After 60 days, the library declares an unreturned item lost and bills the individual person a \$20.00 processing fee, as well as a \$35.00 replacement fee.

**UNAFFILIATED USER:** Geneva College seeks to "inspire vibrant hospitality." In the spirit of this value, McCartney Library welcomes alumni, campus guests, and community members into our building to use our resources in-house. Visitors under 18 years old must be accompanied by a parent, legal guardian, or campus sponsor. All library patrons must abide by McCartney Library's rules, particularly those that support an environment of academic study. Disruptive visitors will be asked to leave. Some library spaces are reserved for current Geneva College students and employees only.



**INTERLIBRARY LOAN:** Geneva students, faculty, and staff may use the Library's Interlibrary Loan service (ILL) to request loans or copies of resources that the Library does not own. ILL is free for students. Requested articles usually come in quickly, within 1-3 days. Books will take longer, so please plan accordingly. Please see the reference librarian if you have any questions.

#### **USE OF ELECTRONIC DEVICES:**

**Laptop Computers:** Laptop computers are permitted in the Library, but should not be used where cables and wires may present a safety hazard. Laptops may not be connected to Library equipment. (See "Internet Access", page 17)

**Headphones:** Library users with headphones must keep the volume down so that sound is not audible to others nearby.

**FOOD AND BEVERAGE:** In the West Reading Room, the Library provides beverages daily and snacks on special occasions for patrons to enjoy anywhere except the Macartney Room and the Gerstner Collection room.

**TOBACCO:** Consistent with College policy, the Library does not permit the use of tobacco products in any form in its facilities, including vaping.

## LIBRARY SERVICES

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**PRINTING:** The Library has four multifunction printers, scanners, and photocopiers. The units allow single- and double-sided copies, transparencies, and image reduction and enlargement. (See “Library Fees and Charges,” page 19.)

**SCANNING:** The Library has two book-edge scanners, one in the Media Center and the other located in the Buhl Reference Center. Please see staff for instruction on their use.

**CHANGE:** The Circulation Services staff can provide a limited amount of change for Library users.

**LOST AND FOUND:** The Library’s “Lost and Found” is located at the Circulation Desk.

**RESTROOMS:** The Library has restrooms in two locations: on the ground floor following signs beginning at the ground floor stairs and on book stack level three near the east stairwell.

**DRINKING FOUNTAINS:** A drinking fountain is located on the ground floor near the restrooms. A filtered water cooler with cups is located on the main floor near the entrance to the building.

**INTERNET ACCESS:** McCartney Library provides wireless internet access.

- Access your Wi-Fi settings on your device, select ‘GUEST’
- Connect to GUEST. You will see a login page, asking for a username and password.
- Select the ‘Self Service’ Tab, and you will be prompted to enter your information. A temporary guest account will be created for you and credentials will be sent to your mobile device.

The computers in the BRC and the Media Center are designed to be used by current students, faculty, and staff only.

**STUDY ROOMS:** Study rooms are located on stack level three near the east stairwell. From time to time, the College Librarian may assign some of these rooms to a special short-term project or purpose. Study rooms are available on a first-come, first-served basis and current students, staff and faculty take precedence.

**SERVICES FOR USERS WITH DISABILITIES:** In cooperation with the College's Student Success Center (SSC), Library staff will make arrangements to accommodate users with diagnosed disabilities. Circulation Services staff will escort users with disabilities to the stacks to help them find and retrieve resources, or they will retrieve books for users and place them on hold at the Circulation Desk for pick-up.

Periodicals or Interlibrary Loan staff will retrieve journal articles owned by McCartney Library and copy or scan them for the user. If possible, please allow staff as much notice as possible to provide these services. Please ask us if you need additional information.

**LAPTOPS:** The Library has twenty Samsung Chromebooks available to use for free. Current students, faculty and staff with a valid Geneva ID card that have signed the agreement form may check out a Chromebook for up to seven hours at a time. Limited guest access may be available under certain circumstances; please see a librarian for more information.

# LIBRARY FEES AND CHARGES

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The following are some common Library fees and charges. Ask staff about other charges. *Prices are subject to change without notice.*

## BORROWING FEES

Outside borrowers .....	\$65 / year
Geneva alumni .....	\$15 / year
High school students .....	\$30 / year
Christian clergy .....	\$10 / year

*\*The clergy category is limited to full-time ministers and professional youth workers who live or work within 30 miles of McCartney Library.*

## FINES AND LOST RESOURCES FEES

Late resources .....	\$0.25 / day
Late reserve resources .....	\$5 / hour
Lost library resources (replacement & processing) ...	\$70 / item

## COPYING CHARGES

Photocopies .....	\$0.05 / page
Color printing/copying .....	\$0.25 / page

*Copying and printing services are accessed through a student or staff Geneva College ID card. Outside borrowers and guests may make digital scans of items at no cost.*

# McCARTNEY LIBRARY ASSOCIATES

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Individuals who wish to advance the work and mission of the McCartney Library may do so by becoming *McCartney Library Associates*. Through their gifts, Associates not only contribute to the Library, but also help to maintain the visibility of the Christian mission and scholarly work of Dr. Clarence Edward Macartney.

Three levels of membership are available:

- Personal Supporter** (\$100/two years). Personal supporters receive a borrower's card valid for two years.
- Corporate Supporter** (\$200/year). Corporate supporters receive up to four borrower's cards valid for one year.
- Personal Lifetime Supporter** (one-time \$1,000 gift). Personal lifetime supporters receive a borrower's card with lifetime borrowing privileges and a pack of McCartney Library note cards.

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## MEMBERSHIP ENROLLMENT FORM

Name:

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Address:

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Check your membership category:

- Personal Supporter (\$100)
- Corporate Supporter (\$200)
- Personal Lifetime Supporter (\$1,000)

**RETURN THIS PAGE WITH YOUR GIFT TO:** McCartney Library Associates, Geneva College, 3200 College Ave., Beaver Falls, PA 15010-3599

# DIRECTORY

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## LIBRARIANS

Kenneally, Steve 724-847-6692  
*Director of the Library (2019)*. B.A., University of Mount  
Union; M.S.L.S., Kent State University

Floyd, Kathryn E. 724-847-6688  
*Technical Services Librarian and Assistant Professor (2006)*.  
B.A., Calvin College; M.S.L.S., Clarion University of  
Pennsylvania

Hostutler, Justin 724-847-6691  
*Adjunct Acquisitions Librarian, part-time (2012)*. B.A., Geneva  
College; M.S.L.S., Clarion University of Pennsylvania

Joseph, Jennifer 724-847-6764  
*Reference-Instruction Librarian and Assistant Professor (2015)*.  
B.S., Geneva College; M.S.L.S., University of Pittsburgh

Kirkwood, Kae H. 724-847-6694  
*Archival Librarian, part-time (1986-1997, 2001)*. B.A.,  
B.S.B.A., Geneva College; M.S.L.S., University of Pittsburgh

## STAFF

Rebholz, Margaret 724-847-6563  
*Manager of Library Circulation Services (2024)*. B.S., Indiana  
University of Pennsylvania

# DEPARTMENTAL LISTING

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Library Hours and Information .....	724-847-6563
Acquisitions .....	724-847-6691
Archives .....	724-847-6694
Cataloging .....	724-847-6688
Circulation Services .....	724-847-6563
Library Director .....	724-847-6692
Interlibrary Loan .....	724-847-6764
Library Instruction .....	724-847-6764
Periodicals and Microforms .....	724-847-6764
Reference and Research Assistance .....	724-847-6764
Reserves (audio-visual/books/etc.) .....	724-847-6563
Renewals/Overdue (audio-visual/books/etc.) .....	724-847-6563
Writing Center .....	724-847-6767