



2023-2025

REMnant
UNIVERSITY

LIBRARY HANDBOOK

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FROM THE CHANCELLOR...

Dear students,

Welcome to Remnant University.

The Great Commission all of us received from Jesus Christ our Lord is “Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you” (Matt 28:19-20). This is the reason why Remnant University was established and why you came here.

There are many theological schools in the U.S., but the Christianity has continuously decreased in number. Many Christians are wandering in their daily lives and in their field not knowing how to work and act as the children of Light. As Christians wandering, many churches close their doors and many church buildings have been sold. The more serious fact is while the Christianity becomes weak, the other religions and heretical sects have been revived and expanded so much in recent years. Remnant University wants to make a change this spiritual darkness by raising up true evangelism disciples in this age. Therefore, all our teachings here are directly related to the practical issues taking place in the field and its foundation is the Word of God. We want to open the eyes of students to have a true view of the world according to our Lord’s teachings inscriptured in the *Canons*. At Remnant University you will be prepared as the pastors and Christian leaders who really understand the biblical messages and biblical evangelism to save the world with the gospel of Jesus Christ!

As a school we value:

- The message of God’s matchless grace to us in Christ through the cross and the empty tomb
- The truth of the Holy Spirit’s work in leading us to repentance and in giving us faith to believe this message
- Christ’s call to those who repent and believe the gospel to follow him in being sent to our broken world with this message
- The authority of the Bible as God’s Word
- Excellence and integrity in our work and in our lives

As a faculty we value:

- The academic preparation necessary for teaching
- Personal experience in ministry and evangelism field
- Ministry preparation with a clear theological foundation and field experience
- Living and teaching with a passion for the gospel of Jesus Christ

Sincerely in Christ,



Dr. Eun Ju Chung
Chancellor

FROM THE LIBRARIAN...

The Library Handbook made available for students is of vital importance to your education here at Remnant University (RU)! Take time to read it from beginning to end. You'll find that it will save you time as you use RU's Library. Moreover, it will make you a better student and will also aid you in becoming more diligent in your study of God's Word (2Tim. 2:15).

The mission of RU's Library is to provide you with quality service. As we do this, we are guided by these principles. First, the Library exists to provide you with a witness to the past by making available to you the wisdom of the ages in both print and electronic formats. Second, we also seek to provide you with a window on a world of ideas by providing access to divergent voices that will challenge you as you prepare for ministry in Christ's Kingdom. Third, we are also a place of scholarship where you can study in comfort and receive the training and support you need to become a better scholar. Fourth, through our educational programs we want to be an active partner in your theological education.

RU Library is cataloged according to the Dewey Decimal Classification (DDC) system which most high schools use that you may be very familiar with it. However, we also have a long-term plan to convert this system into the *Library of Congress* classification system, because that is the one used by most colleges and it is better suited to a library such as ours in which most books are in one category. Most of our books, of course, are theological. As our library's volumes grow, we will convert the system in a few years, but we use DDC at present time.

Please know that the Library staff is here to help you. They will be happy to answer your questions, help you find material pertinent to your needs, and be willing to aid in other ways that may fit your needs. We ask that you help them, also, by being respectful of them, by returning borrowed books by the due date, and by caring for the books and Library equipment.

As you study, as you read, and as you learn to "rightly divide the Word of truth," may you be greatly blessed and may those who hear you preach and teach His Word be led to a deeper understanding of the will of God.



RU MISSION & GOALS

Remnant University exists to provide the best training possible based upon the Word of God and

reformed theology for men and women who are preparing for the world evangelization.

MISSION STATEMENT

The mission of Remnant University is to glorify God by preparing individuals as godly servant-leaders for the world evangelization and the Remnant movement (raising up the next generation and the posterity for the world evangelization) through academic and practical instruction of the Scriptures, reformed theology, and biblical ministry.

INSTITUTIONAL OBJECTIVES

To fulfill this mission, Remnant University is committed to accomplishing the following objectives.

1. Knowledge of the Word of God and Biblical Authority

Remnant University is committed to imparting a comprehensive and profound understanding of the Word of God, while affirming the inerrancy, authority, and sufficiency of the Scriptures.

2. Biblical Holiness and Personal Godliness

Remnant University is committed to exemplifying that life is to be lived before a holy God, for His glory and His honor through the teachings of biblical Holiness and the practice of personal godliness.

3. Academic Excellence and development

Remnant University is committed to offering the highest quality programs for educating and strengthening students for the advancement of God's Kingdom.

4. Servant-Leadership

Remnant University is committed to preparing students for effective Christian leaders, both pastors and layperson leaders, who will serve God's Kingdom and churches throughout America and across the globe.

5. Great Commission

Remnant University is committed to making evangelism disciples for world evangelization to carry out the Great Commission of Jesus Christ by biblical evangelism training to every tribe, tongue, people and nation.

DOCTRINAL STATEMENT

Our faith is based on the *Westminster Confession of Faith* and the Reformed Theology.

1. We believe in the Holy Trinity nature of God the Father, Son, and Holy Spirit, and God's absolute sovereignty (1Chr. 29:10-14).
2. We believe in the deity of Jesus Christ as the second person of the triune God, His virgin birth, the death, the burial and the physical resurrection, and the Second Coming of the Lord Jesus Christ - and the fact that He ascended bodily into the heavens and that He is now at the right hand of God as our mediator (Acts 4:12).
3. We believe in the personality of the Holy Spirit, His works of regeneration, and His indwelling in the heart of the believer (John 14:16-17).
4. We believe that the saints are the church which becomes the body of Jesus Christ (1Cor. 3:16).
5. We believe that the Bible is the Word of God without error (2Tim. 3:14-16).
6. We believe that the area where we are living is the mission field in needs of gospel (Acts 18:1-4).
7. We believe that God governs everyone's life, death, happiness and misery (Ps. 139:1-6).
8. We believe that everyone has a physical death and after that there is judgment (Heb. 9:27).
9. We believe in the bodily resurrection of both the saved and the lost in the Last Day, the former to everlasting life and the latter to everlasting damnation (Rev. 22:10-12).
10. We believe that all evangelists are to be rewarded (Matt. 10:40-42).

PHILOSOPHY OF CHRISTIAN EDUCATION

1. Remnant University is a biblical university: the Bible is the heart of the curriculum, in contrast to a program that is essentially philosophical or sociological. The absolute inerrancy and authority of the Scripture are paramount. Because we emphasize the primacy of the Word of God, we believe that the tools of exegesis are essential in preparing students for the ministry, so that they may become capable expositors of the Word of God.
2. The doctrinal distinctive of Remnant University rooted in a proper exegesis of the Scripture, are regarded as "absolutes" and they are to be upheld as such by the faculty and communicated clearly to each student.
3. We are aware that teaching sound doctrine alone is not enough. This doctrine must be translated into practical Christian service. Therefore, our faculty must not only be highly qualified in academics and instructional methodologies, but also be excellent spiritual and moral examples. Recognizing the limitations of a primarily academic setting, we seek to instill within the student a deep love for God and His Word, a heart for evangelism and missions, and to integrate biblical teaching and values with the student's every aspect of life. We also

believe that it is imperative for students to be involved in practical "hands-on" ministry and mission to complement their university studies.

4. The primary mission of Remnant University is to provide quality collegiate education. Remnant University is a Christian academic community in the tradition of evangelical institutions of higher education. As such, Remnant University continues the philosophy of education which first gave rise to the university, summarized in the following proposition:

God, the infinite source of all things, has shown us truth through Christ in nature, history, and, above all, in Scripture. Persons are spiritual, rational, moral, social and physical, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe and God.

Education as the process of teaching and learning, involves the whole person, developing the knowledge, values, and skills which enable the individual to change freely.

DISTINCTIVES OF REMNANT UNIVERSITY

Believing that the Church is constantly in need of a sound ministry, committed to the Bible and the Confessional Standards of the church, Remnant University is dedicated to the following distinctive principles:

1. Belief in the plenary verbal inspiration of Scripture resulting in an inerrant Word as it was originally given by God, and, therefore, the only infallible rule of faith and practice. Remnant University is committed to the training of men and women in the original languages of Scripture, so that they can read the original text of the Word. Along with this emphasis, attention is given to the study of Textual Criticism, so that the student can learn to make sound judgments about the original text of the Word. Remnant University is also committed to instruction in the proper rules of biblical interpretation.
2. Belief in the Reformed Faith as set forth in the *Westminster Confession of Faith*, and the *Larger and Shorter Catechisms*. Remnant University stands firmly on these historic confessional standards as they set forth the biblical faith. Full subscription to the whole of these Standards is the position of Remnant University.
3. Belief that the biblical form of Church government is the Presbyterian form, which is essential to the well-being of the Church, though not necessary to its being.
4. Belief in the Great Commission as the one and only mission of the Church (Matt. 28:18-20). A Christian individually and in association with others, has obligations to function in all spheres of life by developing and practicing the full implications of the Christian world and life view in every human relationship and in all aspects of life and society under the Lordship of Christ. The Church, on the other hand, should not presume to enter spheres of activity where it has neither calling nor competence. Christ gave but one Great Commission to the Church, namely, to evangelize the world and to teach all things that He has taught us.
5. Belief in Dynamic Spiritual Emphasis in learning and teaching the truth of God. A student

must be walking in fellowship with God (the Holy Spirit) so that he or she can be taught by the Holy Spirit. The cultivation of the spiritual life is inseparably fused with the scholarly study of biblical and related subjects, thus providing an unusual classroom climate and a distinct theological education. All this is designed to prepare students to communicate the Word of God in the power of the Holy Spirit.

6. Belief in Strong Commitment to Missions. Remnant University is firmly committed to promoting the missionary enterprise throughout the world. This Commitment is demonstrated in a variety of ways helping student to be exposed to diverse nature of missions and providing various opportunities for career service in missions.
7. Emphasis on the practical as well as the theological aspects of ministry. Remnant University believes that learning "how" to minister is as important as learning "what" to minister, and therefore trains as well as instructs.

"Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, [even] unto the end of the world. Amen" (Mat.28:19-20).

CODE OF CONDUCT

Traditionally, a code of conduct is a list of rules with consequences. The Board has stated the code of conduct of Remnant University in a way that reflects the grace of God. It is included in official publications. Trustees, administrators, faculty, staff, and students must agree to abide by the code and so state in writing. Remnant University affirms that:

1. Each Christian is to be Christ like in attitude and action. This is neither automatic nor instantaneous, but a growth process. This Christ likeness does not come by observing certain outward expectations but comes from within as the indwelling Spirit of God energizes the believer submitted to God (Rom. 12:12; Phil. 2:12-13). As believers walk in fellowship with the Lord, being controlled and enabled by the Holy Spirit, they are changed to be more and more like Him (2 Cor. 3:18; Phil. 2:12-13, 1 John 1:4-7).
2. Believers are to glorify God in their bodies and are to live holy lives (1 Cor. 6:19-20; 1 Peter 1:13-16). Love toward God is evidenced by love for those without Christ (note Paul's example in 2 Cor. 5:14 and Acts 18:5) and by love for fellow believers (1 John 3:16; 4:7-8).
3. Living by God's grace, believers are to avoid even the appearance (every form) of wrongdoing (1 Thess. 5:22). Believers are called to freedom, but this is not to be an opportunity for the works of the flesh (Gal. 5:13).
4. Individuals who, after spiritual instruction (Gal. 6:1), continue to dishonor the Lord by persisting in un-Christ like behavior or unruly conduct may, after due process, be dismissed from Remnant University (1Thess. 5:14).

CLASSIFICATION AND SHELF ORDER

There are two methods of cataloging books in use among libraries -- the Dewey Decimal Classification (DDC) system, and the Library of Congress (LC) system. At Remnant University, we currently use the former type of classification system.

1. Explanation of DDC Symbols

The numbers on the spine of the books have the following kinds of numbers:

For example;

DDC classification number **220.7 P526 w** *The Wycliffe Bible Commentary*

→ **220** means “Bible” and **7** means “Commentary.”

Author's number **P526** → the first initial letter of the author’s last name and 526 designates “Pfeiffer” according to Cutter-Sanborn author indication system.

w designates the first letter of the book’s title without definite/indefinite article.

Volume number (if the book is one of a set) is marked as V. 1.

Copy number (if there is more than one) is marked as C.1.

All the bookshelves in the library are located according to DDC numbers. You can simply find out its location by categorized number label on the side of each bookshelf.

2. Library Catalog

COMPUTER DATABASE (CDB)

All our books (except a few journals and magazines) are entered into a computer database system. CDB is very user friendly. Simply use the mouse to point and click on the desired search fields such as author, title, publisher, ISBN or year of the books and then simply type what the user wants to search.

EXCEL CATALOG (EC)

The excel catalog lists all books, magazines, and periodicals. It is the simple ‘Microsoft Excel’ type file to search the titles, authors, book numbers, and more.

All books in the CDB are now listed in EC so you may be able to find your book on the any of computers in the library. It is the most effective way to find what you need in the library. Please request a copy of this file by sending an email to rtunivlibrary@gmail.com

LIBRARY RESOURCES

A. New, Uncatalogued Books

Books just received and not yet processed are located on shelves in the Librarian's work area. These may be checked out only by permission of the Librarian.

B. Reserve Books

Faculty members sometimes give collateral reading assignments out of books from their own personal libraries, or from the college Library. Such books are placed on the reserve section to provide for limited circulation, limited only to the class members to whom the assignments have been made. Multiple copies are provided for books in great demand. Loan periods vary from overnight to one week.

The reserve section is located near the Librarians' work area, and books are arranged on the shelf by class and then by author of the book.

Textbooks are also reserved at the beginning of each semester, and they are available for use in the Library only.

C. Reference Books

The Reference Section is the central information point in the Library, and it contains the principal encyclopedias, dictionaries, atlases, handbooks, directories, and commentaries that will be useful to you in locating answers to specific questions. These books do not circulate outside of the Library.

The Library may own "check out" copies of some of the "Reference" books. The "check out" copy/copies will have the same call number as the copy located in the Reference section.

D. General Section Books

Books not classified as "Reference" or "Reserved" are General Section books and may be checked out of the Library and taken to the student's room for study purposes. About 80% of the Library is made up of these General Section books.

E. Periodicals

The Library has a few current periodicals and plans to have more related periodicals in the future. These are intended to help the students keep pace with the religious and theological updated information.

Periodicals are to be read in the Library. No periodical to be removed from the Library area.

Current issues of periodicals are displayed on the periodical rack. When you are finished reading, please replace the periodical in its proper place on the rack. The periodicals are displayed in alphabetical order.

Back issues of periodicals currently subscribed to (and some no longer published) are available for study. Ask the Librarian for the issues you want, or you may search the stacks yourself. When you have finished with the back issue, bring it to the Librarian, and the Librarian on duty will return it to its proper place.

F. Audio-Visual Aids

A few AV aids are housed in the Library. These may include records, cassette tapes, VHS cassettes, DVD's, charts, flannel graph materials, and certain personal evangelism filmstrips. These materials may be checked out just as any book, without rental fee.

The Library currently does not have the AUDIO-VISUAL instruments for personal using.

G. Rare Books

Certain books of archival value are kept in the cabinets by office. Please ask the Librarian for help in gaining access to the rare books.

Rare books may not be removed from the Library, and are to be handled with extra care, for many are brittle and fragile.

H. Computers for Student Use

Computers are available in the Computer Lab and the Library for student use. Each of these computers should have a link to open the Library EC catalog. All work done by the student is to be saved not on the computer's hard drive, but on thumb/flash/USB drives owned by the patron. In order to preserve drive space, the Library or IT staff may delete files left on the hard drive.

Christian character and courtesy are expected from everyone, and students should be aware that visiting inappropriate web sites might result in the loss of access to the network and Internet service or other Library privileges.

A printer networked to the computers may be used to print out completed projects. Work printed through the network will be charged \$0.10 per page.

Scanners are available for use upon request to the office.

Rules to ensure a virus-free Library; Use only drives you know are virus-free. Anti-virus tools are available on each computer.

If a patron does not take reasonable care to help us guard against a contaminated computer system, the patron may lose the privilege of using the Library's computers.

Help patrons at computer terminals may expect. It has been our intention to make the computers in the Library computer user friendly. We assume our patrons will know how to use a mouse, and the keyboard to perform tasks.

It is not part of the Librarian's job description to teach patrons how to type or how to use a computer. Patrons who are not computer literate should not expect extensive instruction in the use of the terminals. Of course, if the computer "balks," the Librarians are here to help. The Librarian is happy to give instructions to first-time users concerning the use of the Internet, or CD-ROMs, printers, scanners, Databases, such as EC etc.

Computers are "allergic" to liquid spills, so care must be always taken. Should you damage any equipment, you will be required to pay for the replacement.

I. New Book Lists (and bundles of periodicals)

From time to time, annotated lists of new books just added to the collection, will be found on the Librarian Desk.

Certain periodical publishers send bundles of their papers to the Library for free distribution to the patrons. These may be displayed in the library entry doors, and patrons may help themselves as long as copies last.

J. "Borrow Supplies"

Patrons in the past have asked to "borrow" such items as scotch tape, paper clips, glue, ruler, correction tapes, scissors, staplers, etc.

Many of the most asked-for items are at the Librarian Desk. Please, ask at the desk for the desired item. Students are welcome to use what they need and return the items to the desk. We ask that you help offset the cost by donating any extra items you may have for the cause.

K. Other Resources

The faculty members at RU each have their own personal libraries, including several volumes not available in the college Library. The student can often find the information he needs by borrowing a book from a faculty member.

L. E-Resources

The Library expects to offer online full-text access to e-journals and eBooks during the 2024-2025 academic year. Databases such as AtlaReligion and Ebsco Academic Search are likely additions. Please consult the institutional website or email [rtunivlibrary@gmail](mailto:rtunivlibrary@gmail.com) for additional information.

GENERAL INFORMATION

1. Library Hours

Week	Library Room
Mon ~ Tue	09:00 am ~ 9:00 pm
Wed ~ Fri	09:00 am ~ 05:00 pm
Sat ~ Sun	Closed

The Library is open Monday through Friday during all hours permitted according to the library handbook.

An attendant will be on duty each morning, afternoon, and evening, with some minor exceptions due to illness and mandatory meetings. Students will be working the evening hours. They are hired to work not to visit, and they are expected to maintain the same Library procedures that the Librarian will require during normal business hours. Please, show them the respect they deserve.

The Library will be closed on legal holidays (Thanksgiving, Christmas, New Year's Day, etc.), during authorized all-school activities, and special all-school events.

Quiet is preferred. You will be expected to pick up any mess you make, leave books stacked on tables and throw away all trash.

CELL PHONE USE SHOULD BE RESTRICTED TO THE ENTRYWAY. NOBODY WANTS TO KNOW YOUR BUSINESS.

OTHER COMMUNICATION DEVICES ARE SIMILARLY TO BE RESTRICTED INCLUDING COMPUTERS, IPHONES, ETC. TEXT MESSAGING IS ACCEPTABLE WITH A MUTED RINGER.

2. Check- Out Procedures

A. How to check out a book:

We have an automated checkout of materials so be sure to bring your student ID for swifter service. If the system is down for some reason, we can resort to the card system.

No student is ever permitted to get into the drawers of the Front Desk or remove items from the desk. If no attendant is on duty, please, wait for the worker to return to the desk.

No Check out book is ever to be carried out of the library unless it has been scanned. Any deviation

from this regulation may result in severe fines or in curtailment of Library privileges.

We do not require that briefcases/backpacks be checked at the Front Desk, as some colleges have found it necessary to do. Please help us to keep from instituting such a rule. Just do not put books into your briefcases/backpacks to take them home for study purposes without first having them properly checked out for our records. Thus, you will help us to keep you from being accused of theft!

WORD OF CAUTION: Never ever check out material in your name for someone else unless you are willing to be held liable. If material is lost, you will be held responsible. If borrowed by you and loaned to another person you are still responsible. It is not the librarian's duty to track the chain of borrowers from you to someone else. Return the items to the library for the other person to borrow.

B. Non circulating materials – These are not allowed to check-out.

- 1) Reference Books
- 2) Periodicals
- 3) Newspapers

C. Circulating materials

- 1) Books and Journals
 - a) Faculty Members: Up to 10 book – 4 weeks
 - b) Students: Up to 5 books – 1 week
- 2) Video tapes, Cassette Tapes, & DVDs
 - a) Faculty Members: Up to 5 materials – 2 weeks
 - b) Students: Up to 2 materials – 1 week

D. Late Fees

There are penalties on late returns.

- 1) Non-reserved materials: \$0.25 / day / material
- 2) Reserved materials: \$2.00 / day / material

3. Returning Procedures

Please return the borrowed materials to the Librarian and/or main office before due date. If the librarian or RU officials do not know about your materials return, a late fee will be charged.

4. Renewal

In order to renew previously borrowed materials, you must make a renewal request either in person or over the phone before the due date. Only one-time renewal will be allowed.

5. Lost or Damaged Materials

If the patrons have lost or destroyed any library materials, he/she must report to the librarian and the student will have to pay for 150% of the original price of the book to the library. Otherwise, a late fee will be charged until the book is replaced.

Every effort should be made to find any Library material that has been misplaced, because many of them may be difficult or impossible to replace.

Only books and materials in reasonable condition are circulated. When books and materials are loaned, the Librarian notes the condition. Books, for example, are not circulated if spines are broken, hinges torn, etc. The plastic containers for audio or videotapes are not melted or broken, when checked out. Equipment is in satisfactory working condition when loaned, etc.

Borrowers are held responsible for the condition of the books checked out in their name. It is not wise to give the book to another student, with the book checked out in your name. If the other person loses it, you are the one who will be held accountable!

Keep the materials away from little children, dogs, or gerbils. Do not leave books, and especially video or audiotapes, in the hot sun (say on the seat or roof of your car), or where they might get wet.

If the book is lost and later found and returned, and is in satisfactory condition, a partial refund will be made (charged amounts minus late fee).

Patrons who chronically lose books will not be permitted to check out any new books or other Library materials.

While we expect loving care and respect for our Library's materials -- there is a special care the patron must exercise if the materials are borrowed by us from other libraries. We do not wish to lose the privilege of borrowing from others because our patrons lose what they have borrowed. So, do not leave the borrowed materials on a shelf in the hall, or in someone else's car, etc. Take special care of it, and return it in good condition, please!

Persons who mark, underline, or highlight in borrowed books will be asked to either replace the item or pay a \$30 fine for each marked book depending on the damage done.

6. Returning Unwanted Books to the Shelf

It is preferred that unwanted items be brought to the Front Desk or left on a table. We will be able to scan the item as used and return it to the proper place. A book that is shelved in the wrong place is lost to the next searcher, so please, DON'T RESHELF.

7. Books not found in the Stacks

If a book listed in the Catalog is not found in its place on the shelf, the student should make inquiry of the person on duty at the desk.

The records may show that the book is already checked out to another student, or it is on reserve. If not checked out, the book may be in use on one of the tables, or out of place for some other reason.

The Librarian on duty will make a special search for it, and it will be available to you as quickly as it is located.

8. Handling books and other Library materials

BE CAREFUL! HANDLE TENDERLY! Some of our books are very old and will not hold together if treated harshly.

NEVER BREAK THE BACK OF A BOOK, or otherwise mutilate it -- else you will be expected to pay the cost of replacing the book. (If the book will not lay open easily, take a moment to properly "open" it!) ASK HOW AND WE WILL BE HAPPY TO SHOW YOU!!!!

DO NOT WRITE IN OR UNDERLINE OR DOG EAR LIBRARY BOOKS!

DO NOT CUT OUT PAGES OR ARTICLES FROM PERIODICALS OR BOOKS!

NEVER USE TAPE OR GLUE ON LOOSE PAGES. RETURN TO THE LIBRARIAN ON DUTY FOR REPAIR.

You may be charged for damaged items.

9. Holding material

When a student wants material that is already checked out, a "hold" should be requested at the Front Desk. A notice will be sent, and the book shelved behind the Front Desk. In this way, it will be available for others to use in the library, and still be available for the one requesting it. Items "on hold" should be picked up within 48 hours of the notice that the material is available.

10. Requesting resources by email

Student may request assistance with library resources such as scanned copies [within copyright law allowance] or mailing of physical copies of books. Library staff will also assist in securing digital copies of journal articles via interlibrary load. Please email the library staff with your request, rtunivlibrary@gmail.com

LIBRARY MEMBERSHIP CARDS

Every faculty and student registered for classes at the Remnant University is eligible to use library services with their student identification cards.

- Faculties/students should always carry the cards with them in order to check out, return or renew books.
- If faculties/students lose their identification cards, they must apply for a new card at the college main office.
- If there is any change in their information, students/faculty members must notify the librarian and college main office.

CONFIDENTIALITY POLICY

In accordance with all federal, Texas, and local laws, confidentiality of all library patrons' library use will be maintained.

LIBRARY STAFF AND ASSISTANTS

- Library Consultant: Dr. Joseph Craig Kubic
- Library Assistant Staff: Paul Kim
- Email contact: rtuniv@gmail.com