

LIBRARY HANDBOOK



BHAKTIVEDANTA COLLEGE
2014/15

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A. Vision, Mission and Values Statements

Mission Statement

Our Vision

An outstanding Krishna Conscious University

Our Mission

Bhaktivedanta College is a reputable and well-resourced international institute that draws on ancient Indian wisdom to nurture motivated, well-integrated and independently thoughtful adults. In a supportive and spiritually uplifting environment, the College enables students to realize their academic and vocational potentials, apply Krishna conscious principles to contemporary life and make lasting contributions to all worthy areas of human endeavour.

Our Ideals

To achieve this, Bhaktivedanta College promotes six ideals, namely:

1. Vision and Purpose

Inspiring long-term success through the ardent pursuit of truth, purpose and self-discovery.

2. Student Wellbeing

Enhancing students' prospects by laying solid foundations for their future career, economic stability and spiritual fulfilment.

3. Spiritually Integrated Learning

Enriching students with positive spiritual experience, a varied curriculum infused with Vaishnava theological insight, and a practical, career-oriented qualification.

4. Academic and Professional Excellence

Promoting the highest standard of service and scholarship while preparing students as exemplary leaders in their respective fields.

5. Moral and Spiritual Maturity

Enabling students to develop virtue and insight, adopt ethical and fulfilling professions, and apply their wisdom to all aspects of private and public life.

6. Collaborative Partnership

Working cooperatively with local, national and global communities to establish an educational heritage of lasting social, cultural and spiritual benefit.

Our Values

In promoting the above ideals, Bhaktivedanta College teaches students five core values:

- a. Mission and Purpose
- b. Knowledge, Discernment & realization
- c. Ethical and Sustainable Lifestyle
- d. Personal and Social Responsibility
- e. Spiritual Empathy and Inclusivity

Contributing to the 'Six Ideals of the College'

The library makes a significant and distinctive contribution to supporting the vision, purposes and ethos of Bhaktivedanta College. It promotes the College's 'Six Ideals' as follows:

1. Vision and Purpose

Constantly and creatively improving the provision, diversity and quality of library services, as befits a reputable and pioneering, international college.

2. Student Wellbeing

Supporting the health, safety and individualized learning needs of all students, whatever their background.

3. Spiritually Integrated Learning

Providing resources that represent both academic and Vaishnava scholarship, and indeed the constructive dialogue between both.

4. Academic and Professional Excellence

Maintaining the highest standards of librarianship, such as efficiency, orderliness and punctuality, and resources that exemplify the best of academic thought and practice.

5. Moral and Spiritual Maturity

Ensuring an ethos and standards that enhance students' moral and spiritual progress and a quality staff service that demonstrates care, responsibility and professionalism.

6. Collaborative Partnership

Working closely and harmoniously with all levels of College leadership and building external links with individuals and institutions that support the library's aims and values.

B. Library Policies

1. Use of Library Policy

- You need a 'Library Membership Card' in order to use any of the library facilities (for more details about applying for membership, please see the 'Book Lending Policy').
- The College library is provided for study and related activities only. These include:
 - Borrowing books
 - Borrowing other items (e.g. DVD's or Journals)
 - Reading books (non-lending)
 - Studying and writing essays
 - Using Internet for research purposes (including online-library services; see below)
 - Printing essays and reading materials (for details, please see below)
- Food is not allowed in the library.
- Please observe silence at all times. If you need to talk, please do so quietly, with respect for others.
- Nothing should be removed from the Library except those books meant for lending. Books from the 'Reference List' of an on-going course must stay in the library at all times.
- Using the library outside opening hours for studying and writing essays is possible, provided one has received explicit permission from the duty librarian.
- Students are held responsible for loss or damage resulting from the misuse of the library and will be required to replace or fund a replacement lost items, or fund needed repairs.
- Anyone using the computers (whether personal or library) in inappropriate ways, e.g. for viewing 'adult' or illegal websites, may have their membership immediately revoked.
- Please be careful coming to and from the library in icy weather, as the stairs tend to be slippery and the slope is quite steep.
- For essay writing, a number of 'on-line' resources are available, namely:
 - (1) Athens account
 - (2) Questia
 - (3) BC on-line catalogue
 - (4) BC Internet Hard-drive
- A printer and scanner are available in the library. (A second printing and photocopying machine is available in the BC offices for emergencies). For printing, ask the help of the duty librarian. See the following table for your quota.

Free Printing	
Quota (for each student)	50-80 pages for each course/module
for Bhakti Sastri (for each student)	80 pages for each module
Prices (on top of free quotas)	
Printing	4 cents per page
Photocopying	5 cents per page
Comb Binding	1 Euro per handbook

2. 'Book Lending' Policy

This document is available to all College students and other library members, and is reviewed regularly. Members should ensure that they refer to the latest version.

The Bhaktivedanta College Library takes pride in the quality of its service, and is happy to lend out books to responsible students. To enhance the standard of service, and to ensure that resources are well maintained, the library implements the following procedures:

- Only registered members who carry and present their membership card are entitled to (1) borrow books and other items.
- Membership costs 5.00 Euros per year. Lost membership cards will be replaced at a cost of 2 Euros.
- The following people are allowed to apply to for membership of the Library.
 1. Full-time students
 2. Part-time students
 3. College Staff
 4. Long-term Radhadesh residents¹
- Books can be borrowed for a period of two weeks; an extension can be obtained twice upon personally presenting the borrowed item(s) to the duty librarian. A fee of 0,20 cents per item per day will be applied for returning items late.
- Students are not allowed to travel with the borrowed items. They must return all before traveling and breaks.
- Books can be returned by another person, provided they pay any outstanding fee. If that person does not pay any such fee, the book will not be accepted by the librarian.
- At any one time, members can have on loan no more than 3 books, and no more than 5 items in total (including books, CDs, journals, etc.).

¹Devotees who have served for at least six months in Radhadesh; each new member must supply a written reference from one devotee in temple Management (senior manager or department head).

- At the end of each day, members must clear their allocated place and make sure that the desk is ready for use by someone else. Books and other articles left unattended will be removed.
- If members lose books, they will be charged the full cost of replacement (as new, and with postage and other incidental costs). This includes books that members have lent to other students.
- If books are damaged (highlighted, underlined, etc.), over-and-above general wear and tear², the library will charge based on the value of the book and the extent of the damage, on a pro-rata basis.
- Members who consistently fail to return books and other items on time, or otherwise fail to abide by the rules of lending and general use of the library, may have their membership revoked at any time.

3. Student Course Material Policy

To ensure the efficient and easy reproduction of module materials for the students, the College requires the following standards.

- Tutors are requested to supply all materials in electronic form, with numbered pages.
- Materials will be printed on both sides, unless there is a plausible reason to do otherwise. Tutors are requested to express their printing requests to the librarian.
- Tutors are requested to provide module materials in A4 format (not in 'Letter' format)
- Tutors are requested to provide all new or revised materials at least 10 days before the first day of their module, otherwise printing and binding cannot be guaranteed before the first lesson of the module.
- Tutors should avoid excessive numbers of loose handouts (more than 10 per course). Rather, materials are best presented in the following formats:
 1. in a ring binder
 2. in a book or booklet (comb, wire or spiral bound)
 3. Stapled
- All electronic files should be in one of the following formats:
 - (a) PDF (preferable) or (b) Word³
- All College materials should bear the College Logo or Brand Mark. Books or booklets should include the relevant publishing materials, which should include the title, authors, version, date of publication and, as relevant, copyright information.
- Module readers or handbooks should include:

²At the discretion of the head librarian .

³ We cannot guarantee that formatting will not change depending on the printer driver selected

1. Module aims and Objectives
2. Aims and Objectives for each Lesson
3. Subject Content: (a) Summary of content
(b) Excerpts from primary reading texts
4. Worksheets / Exercise Sheets (where suitable)
5. Bibliography

C. How to use the Library Resources?

1. *Physical resources in the BC Library*

The BC Library has more than 8500 volumes of books in several languages: English, French, Dutch, Spanish, German, Polish, Gujarati, Sanskrit and Hindi; thirty journals and magazines and several CD/DVD collections.

The library is user friendly; most of the books are organized around the courses that are taught at the College. All the books are sorted in 17 main categories and 200 subcategories that are displayed on the shelves.

They are as follows:

1. **Srila Prabhupada's publications** (BBT) in French, Dutch, Polish, English, German, Spanish, Hindi and Gujarati; Srila Prabhupada letters, biographies and Vyasa Puja Books collection from 1971.-2013.
2. **Gaudiya Vaishnava Acharyas:** Bhaktisiddhanta Sarasvati, Bhaktivinoda Thakura, Visvanatha Cakravarti, Prabhodananda Sarasvati, Kavi Karnapura, six Gosvamis, and others. Vaishnava Biographies , Vaishnava Songbooks as well as Vaishnava Festivals and Places of Pilgrimage are included.
3. **Contemporary ISKCON authors** plus the entire collection of Satsvarupa das Gosvami's publications, ISKCON law books, Gaudiya Math authors.
4. **Academic study of (Gaudiya) Vaishnava traditions**, Theology of Caitanya Mahaprabhu ('Caitanyology'), studies in Bhakti and Vedic culture, Deity Worship, Chanting (Japa) and Devotional Poetry.
5. **Studies of Indian sacred scriptures** such as of Bhagavata Purana, Caitanya Caritamrta, Garga Samhita, Bhagavad-gita, Mahabharata, Ramayana, different Puranas, Vedas and Upanisads, Manu-smrti, etc.
6. **Indian Philosophy** with special emphasis on Vedanta schools (Visistadvaita, Dvaita, Advaita, Chaitanya Vaishnava Vedanta and others).
7. **Hindu Studies:** Hinduism (academic and general), Indian History, Politic and Nationalism, Modern Hinduism and Hindu Reformers (Gandhi and others), Hindu Social Studies (Varnasrama-dharma), Hindu Sages and Spirituality, Gurus of India, Hindu Worship and Mythology, Karma and Reincarnation, etc.
8. **Indian Art-** secular and sacral, Painting and Sculpture, Photography, Indian places and Travel Guides.

9. **Indian Literature and Poetry**, South Asian Languages (Sanskrit and other) , Drama, Film and Theatre, etc.
10. **Indian Sciences** such as Astrology, Architecture, Vastu, Yoga, etc. Palmistry is also included here.
11. **World Religions**: Indian Religions, Buddhism, Islam, Judaism, Christianity, Parsism, Sikhism, Jainism, Bahai religion, Scientology, Study of the Hare Krishna Movement, Interreligious Dialogue, Different disciplines in the Study of Religion, including Comparative Religion, History of Religion, Sociology of Religion and Thematic Study of Religion; New Religious Movement, Sect, Cults and New Age, Science and Religion, etc.
12. **Western Philosophy, Ethics and Logic/Epistemology**: original texts, History of Philosophy and Introduction Textbooks, Philosophical Dictionaries, etc.
13. **Education Studies**: Learning and Teaching, History of Education, Different disciplines in Education, Writing and Study Skills, Qualitative and Quantitative Research, etc.
14. **Other humanistic and social sciences**: Psychology, Sociology, Communication, Mediation, Coaching, Conflict Resolution, Pastoral Care, Self-help and Career Guidance books.
15. **Various different sciences such as**: History, Geography, Informatics, Law, Economics, Business, Management, Marketing, etc.
16. **Various humanistic disciplines and approaches to life**: Globalization, Human and Animal Rights, Environmentalism and Sustainability, Vegetarianism, etc.
17. And lastly, various **Dictionaries**, collection of **Encyclopedia Britannica** (Macropedia and Micropedia) and other encyclopedias.

2. Internet Resources: Questia and Athens

a) Questia Online Library

For online Library Questia, please check the web:

<https://www.questia.com>

<https://www.questia.com/member-login>

User Name/ Email: learn108

Password: 787878

b) Athens Account

Athens is a system that controls access to many of the online or electronic resources bought by Learning and Information Services. The University of Chester is using Athens Devolved Authentication (Athens DA). This means that you do not need a separate Athens username and password to access these resources. Your University network account username and password give you access to all of our Athens-authenticated resources. Not all online resources need you to use the Athens signing in procedure. You will be asked to use the Athens signing in procedure for the resources that do need it, either through a message when you access a resource on the library catalogue or through SharePoint.

For Open Athens account <http://www.openathens.net>

Login to My Athens:

https://auth.athensams.net/?ath_returnurl=%2Fmy%2F&ath_dspid=ATHENS.MY



The image shows a screenshot of a web-based login form titled "Authentication Point". It features two input fields: "Athens username:" and "Athens password:". Below the password field is a "Login >" button. At the bottom of the form, there are two links: "Alternative login" and "Login help".

Click on Alternative login.

Quick search:
chester
Enter one or more keywords, e.g. Camford University or Camford Primary Care Trust.

Type **chester** into the Quick search: box and click on the **Go** button.

Countess of Chester Hospital NHS Trust
University of Chester
Central Manchester & Manchester Children's U
Chesterfield College
Chesterfield Royal Hospital NHS Foundation Tr
Chichester College of Arts, Science & Technol


Click on the link for University of Chester.

Continue to login

[Go to the University of Chester login page >>](#)

Remember this organisation on this computer

Click on Go to the University of Chester login page.

 **University of Chester** Sign In
Athens

Please sign in using your University Network Account username and password. You should use your **chester** prefixed username, e.g. **chester0900001**

All staff, students and visitors have a University Network Account, however this does not offer all services to all users. You will only be presented with the services you are authorised to access.

Need help signing in?

Use Your Network Account

Username (prefix with **chester**)

Password

[Forgotten Password?](#)

Enter your University network account username and password and click on **Sign In**. You will then be logged in and able to access the resource.

User Name: Student's Number

Password: YY/MM/DD (your birth year/month/day)

3. Chester Resources

There are several research facilities and resources offered by the University of Chester: Proquest Religion, Resources for TRS and ETR (Seaborne Library, Riverside Library and Broomhead Library), Libcat (Library Catalogue), E-books, ATLA and Online Services.

You can find the instructions on how to use these on each library desk. It will also be sent to your email address at the beginning of the school year.

4. BC Net hard Drive

On **BC Net Hard Drive** you can find thousands of academic and devotional E-books, mp3 music and lectures, many interesting KC video materials and unlimited number of pictures- in total **1,5 TB** of various digital data.

How to find it?

Go to **Windows explorer** (not Internet explorers) and type/copy-paste this address: **\\192.168.1.36**

user name: student

password: student

Folder "public" is meant for sharing all you digital materials (read/write possibility)

If you have any question please write to Dina Dayal prabhu: dinadayal.sns@pamho.net

D. Library Timetables and Useful Contacts

1. Opening Times

(a) During Term

Days	Morning	Afternoon & Evening
Every Day	10.00 – 13.30 hours	15.00 – 18.30 hours

(b) During Inter-Term Breaks

Days	Morning	Afternoon & Evening
Monday to Friday	10.00 – 13.30 hours	Closed
Saturday & Sunday	Closed	Closed

2. BC Staff Collective Free Days - 2014/15

7th Sept 2014 **Srila Bhaktivinoda Thakur's Appearance Day** (Half Day Free)

24th Oct 2014 **Govardhana Puja/Go Puja** (Full Day)

27th Oct 2014 **Srila Prabhupada's Disappearance Day** (Half Day)

10th Dec 2014 **Srila Bhaktisiddhanta Sarasvati Thakur's Disappearance Day** (Half Day)

25th Dec 2014 **Christmas Day** (Full Day)

1st Feb 2015 **Nityananda Trayodasi** (Full Day)

9th Feb 2015 **Srila Bhaktisiddhanta Sarasvati Thakur's Appearance Day** (Half Day)

5th March 2015 **Gaura Purnima** (Full Day)

28th March 2015 **Rama Navami** (Full Day)

2nd May 2015 Nrsimha Caturdasi (Full Day)

3. BC Library Staff Details

Head Librarian

Sarva-kanti Rai Devi Dasi: library@bhaktivedantacollege.com

Librarian Assistant

Svayambhu Dasa: snkambule@gmail.com